

This is a digitally signed Gazette, to verify click here.

राजपत्र, हिमाचल प्रदेश

हिमाचल प्रदेश राज्य शासन द्वारा प्रकाशित

शिमला, बुधवार, 24 जुलाई, 2013 / 2 श्रावण, 1935

हिमाचल प्रदेश सरकार

GENERAL ADMINISTRATION DEPARTMENT
(Confidential & Cabinet)

NOTIFICATION

Shimla-171002, the 24th July, 2013

No. GAD-(PA)4-(D)-20/87.—In pursuance of the provisions of Rule 55 of the Rules of Business of the Government of Himachal Pradesh, the Chief Minister of Himachal Pradesh is pleased to accept the resignation of Sh. Rakesh Kalia, Hon'ble Chief Parliamentary Secretary (Ayurveda), Himachal Pradesh, with immediate effect, in public interest.

By order,
Sd/-
Chief Secretary.

ADVOCATE GENERAL DEPARTMENT

NOTIFICATION

Shimla, the 1st June, 2013

No.3-6/80-V-18613.—Ex post facto sanction is hereby accorded to the grant of 3 days Earned Leave with effect from 16th to 18th April, 2013, in favour of Smt. Veena Chauhan, Administrative Officer of this department with permission to avail prefix/suffix IInd. Saturday, Sunday and Gazetted Holidays which fell on 13th, 14th, 15th and 19th April, 2013.

Certified that Smt. Veena Chauhan, Administrative Officer would have continued to officiate but for her proceeding on 3 days Earned Leave and this period of leave will count for earning annual increment.

By order,
Sd/-
Advocate General.

ADVOCATE GENERAL DEPARTMENT

NOTIFICATION

Shimla, the 5th July, 2013

No. 3-6/80-V-22959.— Ex post facto sanction is hereby accorded to the grant of 4 days Earned Leave with effect from 12th to 15th June, 2013, in favour of Smt. Veena Chauhan, Administrative Officer of this department with permission to avail Suffix Sunday which fell on 16th June, 2013.

Certified that Smt. Veena Chauhan, Administrative officer would have continued to officiate but for her proceeding on 4 days Earned Leave and this period of leave will count for earning annual increment.

By order,
Sd/-
Advocate General.

ADVOCATE GENERAL DEPARTMENT

NOTIFICATION

Shimla, the 5th July, 2013

No. 3-6/80-V-22953.—Ex post facto sanction is hereby accorded to the grant of 2 (4) days Medical Leave with effect from 12th to 31-05-2013 and 01-06-2013, in favour of Smt. Veena Chauhan, Administrative Officer of this department with permission to avail Suffix Sunday which fell on 2nd June, 2013.

Certified that Smt. Veena Chauhan, Administrative officer would have continued to officiate but for her proceeding on 2(4) days Medical Leave and this period of leave will count for earning annual increment.

By order,
Sd/-
Advocate General.

ADVOCATE GENERAL DEPARTMENT

NOTIFICATION

Shimla, the 5th July, 2013

No. 3-6/80-V-22956.—Ex post facto sanction is hereby accorded to the grant of 4(8) days Medical Leave with effect from 4th to 7th June, 2013, in favour of Smt. Veena Chauhan, Administrative Officer of this department with permission to avail Suffix 2nd Saturday and Sunday which fell on 8th and 9th June, 2013.

Certified that Smt. Veena Chauhan, Administrative officer would have continued to officiate but for her proceeding on 4(8) days Medical Leave on commuted basis *w.e.f.* 4th to 7th June, 2013 and this period of leave will count for earning annual increment.

By order,
Sd/-
Advocate General.

ADVOCATE GENERAL DEPARTMENT

NOTIFICATION

Shimla, the 10th May, 2013

No.3-13/80-III-15426.—Ex post facto sanction is hereby accorded to the grant of 7 days Earned Leave *w.e.f.* 25th April, 2013 to Ist May, 2013 in favour of Shri Subhash Dhrupta, Superintendent Grade-I of this department.

Certified that Shri Subhash Dhrupta, Superintendent Grade-I would have continued to officiate but for his proceeding on 7 days Earned Leave and this period of leave will count for annual increment.

By order,
Sd/-
Advocate General.

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA

NOTIFICATION

Shimla, the 22nd July, 2013

No. HHC/GAZ/10-28/78-III.—The High Court of Himachal Pradesh, in exercise of the powers vested in it under Section 12(2) of the Code of Criminal Procedure, 1973, has been pleased to designate all the Civil Judges (Senior Division) –cum-JMICs in Himachal Pradesh as Additional Chief Judicial Magistrates, in their respective places of jurisdiction, with immediate effect.

Additional Chief Judicial Magistrates shall in the absence of the Chief Judicial Magistrate of the District, exercise all powers of the Chief Judicial Magistrate under the Code of Criminal Procedure within the territorial limits of the District in which they have been appointed.

BY ORDER OF THE HON'BLE HIGH
COURT OF HIMACHAL PRADESH
REGISTRAR GENERAL.

HIGH COURT OF HIMACHAL PRADESH AT SHIMLA- 171 001

NOTIFICATION

Shimla, the 22nd July, 2013

No. HHC/Estt.7(35) 2005.—In supersession of this Registry Notification No. HHC/Estt.7 (35) 2005-13666-677 dated 3.5.2012 and in exercise of powers conferred under Section 4(1) (b) of R.T.I. Act, 2005 updated information under R.T.I. Act under 17 points may kindly be updated.

(i) **"The particulars of its organization, functions and duties**:

PARTICULARS OF HIGH COURT

The High Court of Himachal Pradesh has been established on 25th January, 1971. The sanctioned strength of Hon'ble Judges, including Hon'ble the Chief Justice is eleven.

Sittings of the Court.—Court working hours are from 10.00 A.M to 1.00 P.M and 2.00 P.M to 4.15 P.M. Saturdays are generally non-working days for courts in the High Court, yet some of the Saturdays are declared as working days for the Courts.

Registry of High Court.—Except holidays the Registry of the High Court remains open from 9.45 A.M to 4.45 P.M with half an hour lunch break from 1.30 P.M to 2.00 P.M.

The Registry is headed by the Registrar General. It has been divided into the following branches:—

(i) Confidential Branch
(ii) Vigilance Branch
(iii) Inspection Branch
(iv) Rules Branch
(v) Judicial Branch
(vi) Establishment Branch
(vii) GAD Branch
(viii) Organization and Administration Branch
(ix) Accounts Branch
(x) Judges Branch
(xi) Protocol Branch

(xii) Computer Branch

(xiii) Library

In addition to Registrar General, there are four other Registrars viz;

(i) Registrar (Inspection, Confidential Branch & Budget)

(ii) Registrar (Judicial & Judges Branch)

(iii) Registrar (Vigilance, Finance and Accounts)

(iv) Registrar (Administration-Cum- Principal Private Secretary to Hon'ble the Chief Justice.)

(v) There are also following Judicial Officers of the State Subordinate Judiciary cadre who are assigned the functions of different branches and administration:—

(a) O.S.D.- Legal, Research and Rules
(b) O.S.D.- Central Project Co-Ordinator and Computer Cell
(c) O.S.D.- Personnel, Organization, Administration and Library.
(d) O.S.D.- Establishment & Buildings (High Court & Subordinate Courts) & Protocol.
(e) Co-Ordinator, Main Mediation Centre, H.P. High Court.

Sanctioned strength of ministerial establishment of the Registry as on 31-03-2013 along with their pay scales is as follows:—

Sl. No.	Nomenclature of the Cadre	Total No. of posts in the Cadre	Existing pay scale
1.	Registrar General	1	Time scale/Selection grade in the H.P. Higher Judicial Services plus Rs.1000/- Secretariat Allowance.
2.	Registrar (Inspection, Confidential and Budget)	1	-- do --
3.	Registrar (Judicial & Judges Branch)	1	-do-
4.	Registrar (Vigilance, Finance and Accounts)	1	Rs. 15600-39100 plus 8400/- Grade Pay + Rs. 2500/- Sectt. Pay.
5.	Registrar (Administration)-cum-Principal Pvt. Secretary to HCJ)	1	-- do --
5.(a)	Additional Registrars	3	Rs.15600-39100 plus Rs.8400/- Grade Pay + Rs. 2500/ - Sectt., Pay.
6.	Deputy Registrars	4	Rs.15600-39100 plus Rs.7600/- Grade Pay + Rs. 2500/ - Sectt., Pay.
7.	Deputy Registrar-cum-Special Secretary to the Hon'ble Chief Justice	1	Rs.15600-39100 plus Rs.7600/- Grade Pay + Rs.2500/- Sectt. Pay.
8.	Assistant Registrar	8	Rs.15600-39100 plus Rs.6600/- Grade Pay + Rs.2500/- Sectt. Pay
9.	Court Masters	13	Rs.15600-39100 plus Rs.6600/- Grade Pay + Rs. 2500/ - Sectt. Pay.
10.	Secretaries	13	Rs.15600-39100 plus Rs.6600/- Grade Pay + Rs.2500/- Sectt. Pay.

11.	Chief Librarian	1	Rs.10300-34800 plus Rs.5400/- Grade Pay
12.	Marriage Counselor-cum-PIO at High Court Level	1	Rs.15600-39100 plus Rs.5400/- Grade Pay + Rs. 2000/ - Sectt. Pay
13.	Public Relations Officer-cum-Incharge (PIL)	1	Rs.15600-3900 plus Rs.5400/-Grade Pay + Rs.2000/- Sectt Pay
14.	Protocol Officer	1	Rs.15600-3900 plus Rs.5400/-Grade Pay + Rs.2000/- Sectt Pay
15.	Section Officer including one Leave Reserve Reader	15	Rs.15600-3900 plus Rs. 5400/-Grade Pay +Rs. 2000/-Sectt.Pay
16.	Private Secretaries	17	Rs.15600-3900 plus Rs.5400/-Grade Pay + Rs.2000 Sectt Pay
17.	Superintendent Grade-II	13	Rs.10300-34800 plus Rs.4800/-Grade Pay + 1200 Sectt. Pay.
18.	Revisers	3	Rs.10300-34800 plus Rs.4800/-Grade Pay + 1200 Sectt Pay
19.	Personal Assistants	3	Rs.10300-34800 plus Rs.4800/-Grade Pay + Rs.1200/-Sectt Pay
20.	Judgment Writers	13	Rs.10300-34800 plus Rs.4800/-Grade Pay +Rs.1200/-Sectt Pay.
21.	Senior Asstt/ Record Keeper/ Reader to Registrar General/ Court Officer/ Auditor	40	Rs.10300-34800 plus Rs.4400/ - Grade Pay +900/- Sectt Pay.
22.	Translators	8	Rs.10300-34800 plus Rs.4400/- Grade Pay+900/- Sectt Pay
23.	Librarian	1	Rs.10300-34800 plus Rs.3800/- Grade Pay+400/-Sectt Pay
24.	Stenographer	12	Rs.10300-34800 plus Rs.4400/- Grade Pay+900/-Sectt Pay
25.	Assistant Librarian	1	Rs.10300-34800 plus Rs.3200/- Grade Pay + Rs.400/ -Sectt Pay.
26.	Junior Scale Stenographer	4	Rs. 5910-20200 plus Rs.3600/- GradePay +500/- Sectt Pay.
27.	Junior Assistants	40	Rs10300-34800 plus Rs.3600/ -Grade Pay +Rs.500 Sectt Pay.
28.	Telephone Operators	3	Rs. 5910-20200 plus Rs. 2400/- Grade Pay
29.	Clerks/Proof Readers	40	Rs.10300-34800 plus Rs.3200/-Grade Pay + Rs. 400/-Sectt Pay. (after two years regular service 3200/-Grade Pay.
30.	Restorers	13	Rs.5910-20200 plus Rs. 2400/- Grade Pay+ Rs. 240/- Sectt. Pay.
31.	Receptionists	2	Rs.5910-20200 plus Rs.1900/- Grade Pay.
32.	Drivers	23	Rs. 5910-20200 plus Rs.2000/- Grade Pay+ 1400/- Sectt Pay.

33.	Motor Mechanic	1	Rs. 5910-20200 plus Rs.2400/- Grade Pay+ 300/- Sectt Pay
34.	Junior Technician (Electrician)	1	Rs.10300-34800 plus Rs.3200/-Grade Pay +400/-Sectt Pay.
35.	Book Binder	1	Rs. 5910-20200 plus Rs. 2400/- Grade Pay +Rs. 240/- Sett. Pay.
36.	Gestetnor Operators	3	Rs. 4900-10680 plus Rs.1650/ - Grade Pay +Rs 240/- Sett. Pay.
37.	Daftries	3	Rs. 4900-10680 plus Rs.1400/- Grade Pay+ Rs. 320/-Sectt Pay.
38.	Court Jamadar	1	Rs. 4900-10680 plus Rs.1400/- Grade Pay+ Rs 320/-Sectt Pay
39.	Usher	12	Rs. 4900-10680 plus Rs.1400/- Grade Pay+ Rs. 320/- Sectt Pay.
40.	Peons	71 +11 posts of peons are on Co-terminus basis	Rs. 4900-10680 plus Rs. 1300/- Grade Pay+ 240/-Sectt Pay
41.	Chowkidars	5	Rs. 4900-10680 plus Rs.1300/- Grade Pay+ Rs. 560/-Sectt Pay.
42.	Cook-cum- Chowkidar	1	Rs.4900-10680 plus Rs.1300/- Grade Pay + Rs. 240/ -Sectt Pay.
43.	Frash	5	Rs. 4900-10680 plus Rs.1300/- Grade Pay +Rs. 240/- Sectt Pay.
44.	Malies	11+1 daily wages	Rs.4900-10680 plus Rs.1300/- Grade Pay + Rs. 240/- Sectt Pay. Rs. 150/ - per hours
45.	Safai Karamcharies	14	Rs. 4900-10680 plus Rs.1300/ - Grade Pay + Rs. 240/- Sectt Pay.
46.	Part time Class-IV	5	Rs.19/- per hours
47.	Supervisory Driver	1	Rs.5919-20200+Rs.2400/- Grade Pay/-
48	Daily wages (Mali)	1	Rs.150/-per hours
49.	Cook-Cum-Attendant	6	Rs. 4900-10680+Rs.1300/- Grade Pay/-

Note.—Besides above, the following posts also exist on the establishment of the High Court Registry.

(1) Editor (ILR) and Assistant(ILR) are on fixed remuneration (two posts)

Note.—(2) 11 posts of Law Clerks are on fixed remuneration of ₹ 10,000/ per month.

Note.— (3) 13 posts of Court Managers are on fixed remuneration of ₹ 40,000/ per month(out of 13th Finance Commission's grants), out of whom, two are posted in the High Court and remaining 11 in each Civil & Sessions Division in Himachal Pradesh. However, these Court Managers have been appointed initially for a period of two years.

Sanctioned strength of ministerial Establishment (erstwhile Tribunal) of the Registry as on 31-03-2013 alongwith their pay scales is as follows:—

Sl. No.	Nomenclature of the Cadre	Total No. of posts in the Cadre	Existing pay scale
1.	Registrar		—
2.	Deputy Registrars		Vacant
3.	Assistant Registrar	1	Rs.15600-39100 plus Rs.6600/- Grade Pay
4.	Section Officer	4	Rs.15600-39100 plus Rs. 5400/- Grade Pay
5.	Reader	4	Rs.15600-39100 plus Rs.5400/- Grade Pay
6.	Private Secretaries	3	Rs. 15600-39100 plus Rs. 5400/- Grade Pay
7.	Personal Assistant	—	—
8.	Superintendent Grade-II	4	Rs.10300-34800 plus Rs. 4800/- Grade Pay
9.	Judgment Writers	—	—
10.	Sr. Scale Stenographer	—	—
11.	Senior Assistant	19	Rs. 10300-34800 plus Rs. 4400/- Grade Pay
12.	Senior Translator	1	Rs. 10300-34800 plus Rs. 4400/- Grade Pay
13.	Record Keeper	1	Rs. 10300-34800 plus Rs. 4400/- Grade Pay
14.	Librarian	1	Rs. 10300-34800 plus Rs. 3600/- Grade Pay
15.	Driver	5	Rs. 5910-20200 plus Rs. 2000/- Grade Pay
16.	Clerk	16	Rs.10300-34800 plus Rs. 3200/- Grade Pay. (after two years service 3200/- Grade Pay.
17.	Junior Translator	1	Rs.5910-20200 plus Rs. 2800/- Grade Pay
18.	Restorers	4	Rs. 5910-20200 plus Rs.1900/- Grade Pay
19.	Gunman	4	—
20.	Gestetnor Operator	1	Rs. 4900-10680 plus Rs. 1650/- Grade Pay
21.	Daftries	1	Rs. 4900-10680 plus Rs. 1650/- Grade Pay
22.	Court Jamadar	1	Rs. 4900-10680 plus Rs. 1400/- Grade Pay
23.	Usher	4	Rs.4900-10680 plus Rs.1400/- Grade Pay
24.	Process Server	4	Rs. 4900-10680 plus Rs. 1400/- Grade Pay
25.	Peons	17	Rs. 4900-10680 plus Rs. 1300/- Grade Pay

26.	Chowkidar	1	Rs.4900-10680 plus Rs.1300/- Grade Pay

Functions of the Organisation:

(i) Judicial; and
(ii) Administrative

4.I (b)(ii) Powers and duties of its officers and employees:

The distribution of Administrative and Executive business/work of the High Court Registry is given separately on the website of the High Court.

Therefore, advert to the same.

Note.—I. Items of work/business not covered hereby and assigned to any Officer, including a Judicial Officer posted in the High Court through any previous Office Order, shall continue to be performed by that Officer.

II. This distribution of work will not affect any left out matter assigned/distributed through various office orders, from time to time.

(II) Administrative Set Up

Besides the five Registrars & O.S.D.'s as mentioned hereinabove, who are from the cadre of Himachal Pradesh Judicial Service except Registrar (Administration) there are following officers in the Registry:—

There are three Additional Registrars, six Deputy Registrars and nine Assistant Registrars.

There are thirteen Court Masters, earlier known as Court Secretaries, who have been deployed in the Courts to assist the Hon'ble Judges in the causes/matters listed before each Court.

There are thirteen Secretaries to the Hon'ble the Chief Justice/ Hon'ble Judges.

Section Officers in the High Court Registry supervise the work of respective Sections of the Registry.

Superintendent Grade-II or Sr. Assistants submit the cases/files to the Branch Officers concerned.

The Supervisory Officers are the intermediate channels between the Sections and the authorities competent to take final decisions on important matters. Thus, the Supervisory officers have to perform multifarious duties and functions. Their main role is as under:—

(i) To assist the authorities in decision making and formulation of plans and programs;

(ii) To present all cases, matters to the higher authorities in a precise manner with all possible solutions and suggestions;

(iii) To take effective steps for building up and maintaining all essential records;

(iv) To effectively supervise the work and conduct of all functionaries under them and be a source of guidance to lower functionaries in all official matters;

(v) To issue orders in accordance with the decisions of the competent authorities and under proper authentication.

Duties of Branch Officers and medium level Officers:

(i) To go through and initial with date the dak received by him and mark the papers to the concerned Section and also to give directions for its disposal whenever possible at the dak stage to enable speedy disposal;

(ii) To submit important communications to the superior officer at the dak stage for perusal and directions in case the same has not seen by the Officer;

(iii) To advice from time to time measures necessary for expeditious disposal of business/work in a Section;

(iv) To keep a watch over timely submission/receipt of returns/statements and to send the same to quarter concerned duly checked/scrutinized. Also to ensure that all relevant acts, rules, manuals, instructions, court files precedent registers of the Department are kept up dated;

(v) To train and guide the staff working under him and to point out their shortcomings and deficiencies if any, and remedial action;

(vi) To keep himself acquainted with the morale, conduct and discipline of the staff posted in Sections under him and to ensure punctuality in attendance by the staff posted in the Sections under his charge.

Duties of Section Officer :

The Section Officer is normally in-charge of one Section and has generally to perform the following duties and functions:—

(i) To go through the dak as received by him and take following steps:—

(a) mark the receipts to the concerned Sections;

(b) submit the important communications for perusal of the higher authorities through Branch Officer at dak stage;

(c) keep a check or note in the diary about important receipts or watching proper and timely disposal;

(d) to see that all dealing hands and the diarist maintain all required registers and keep the same updated;

(e) to prepare papers and compiled data for meetings and ensure timely submissions;

(f) to ensure punctuality in attendance in a Section and to advice the staff on matters of conduct and discipline;

(g) to ensure that the dealing hand maintain their assistant's diaries regularly and note the particulars of initial submissions of cases and also record final disposal of receipts at appropriate stage of final disposal of the cases.

On receipt back of the file with decision/orders of the competent authority, the draft is to be added by the dealing hands unless the Branch officer/Supervisory Officer chooses to add the draft at his level. After the draft has been approved by the Branch Officer or the higher authority, the file is received back in the Section for typing fair copies of the draft. The fair copies duly compared and initialed by the official comparing the same are to be placed on the top of the file and send to the appropriate authority for signatures and the fair copies after signatures are to be dispatched to the concerned quarter.

(iii) **The procedure followed in the decision making process including channels of supervision and accountability.**

As enumerated in response to Section 4(b)(ii) above.

However, Chapter 8B of H.P High Court (Scrutiny, Maintenance of Judicial Records, Administrative and Executive Business) Rules, 1997 reads as under:—

B. INSTRUCTIONS REGARDING MAINTENANCE OF ADMINISTRATIVE FILES AND THE MANNER OF DEALING WITH ADMINSITRATIVE MATTERS.

1. The administrative and office files should in future be stitched after perforation of the file papers at two suitable points on the left side. The two holes in papers should be at appropriate places for stitching with fairly long tags.

2. The stitching of the new files should be so effected that the office noting and the file papers are not disturbed in any manner by the stitching holes. In order to achieve this end, two holes at the proper places should be made in all note sheets before they are brought in use. Sufficient margin should be left on both sides of the sheets so that the noting can be read without opening the tags of the files. New files should be opened in place of the old ones which have already grown bulky and the above instructions should be followed for maintaining the new files. Those files which are not bulky at the moment, should be immediately converted into the new system by making two holes in all the papers. However, extreme care should be taken that this process does not mutilate the existing notings. Where it is not possible to convert these files in the aforesaid manner, new files be opened.

3. It will be the personal responsibility of the Section Officer of the Branch concerned to ensure that the above instructions are effectively complied with by all Dealing Assistants.
[Office Order No. HHC/+Admn.6 (46)/78, dated April 6,1981]

4. The administrative records of the Registry must be properly maintained in a manner that they are readily available for reference in future.

5. As and when any communication/information is circulated to the Officers/officials of the Registry or to the Subordinate Courts, the records showing such circulation must be maintained properly so that in future, a plea is not raised that such matter was not brought to the notice of a particular person or class.

6. As and when any information/communication is to be circulated to the Officers and officials of the Registry, one copy the reof must be affixed on the Court Notice Board, unless otherwise directed.
[Office Order No.HHC/Estt.3(209)/84, dated January 9,1997]

7. The officers of the rank of Superintendent(s) and above will ensure that all Rules, instructions guidelines and precedent s relevant for consideration of the subject matters are clearly set out in the office notings before submission to the higher authorities and notes should be duly numbered.
[Office Order No.HHC/Admn.1(18)/78-V dated December 13,1996]

8. Ordinarily no communication /application representation/ submission/file which is required to be put up before the Hon'ble the Chief Justice should take more than 15 days in any event from the date of the receipt/initiation. This is, however, the outer time limit and the processing period for each matter should depend upon the nature of case being dealt with.

9. The officer and official concerned with the receipt and opening of dak envelopes shall invariably open the envelope in such a manner that the postal seal, postal stamp and address of the sender and that of the addressee are not damaged in any manner.

10. The officer before whom dak is put up shall after going through the dak and taking into consideration its nature shall mark 'P' and 'D' on the margin of the letter with red ink. The letter 'P' denotes 'preserve' and letter 'D' denotes 'destroy'.

11. The envelope of the letter on the margin of which 'D' is marked shall be destroyed after a month after obtaining the approval of the officer not below the rank of Addl. Registrar whereas the envelope of the letter on which 'P' is marked, shall be preserved for a period of one year or such further period as may be required. After the expiry of period of one year or the extended period the envelope attached with the letter on which 'P' has been marked shall be destroyed.
[Office order No.HHC/Rules/Misc./1/96, dated April 23, 1997]

12. The applications, on the administrative side, for adjournment of case which are not actual date cases and which are not included in the list, shall be presented personally to the Registrar High Court of Himachal Pradesh, Shimla, ordinarily at least three days before they are included in the list.

In exceptional cases in unforeseen circumstances, such applications may be presented on a day before such date but by 11.00 A.M.

13. No application for adjournment of 'actual date' cases which are to be included in the list, shall be presented to and entertained by the Registrar unless consent thereto is given by the opposite party(s).

14. After receipt of the application, the Registrar will place the application before the Hon'ble the Chief Justice for orders.

(D.O.No.HHC/Judl/INST/11-3-96, dated March 25, 1997)

(iv) The norms set by it for the discharge of its functions:—

Norms set for the discharge of its functions are in the form of various Rules, orders and instructions and for a smooth and orderly functioning of the justice delivery system and for easy accessibility of the various circulars and orders issued by the High Court from time to time Volume-I of Circular Order of the High Court of Himachal Pradesh came to be compiled in September, 1991 w.e.f. March 1972 and mid July, 1991. Volume-II of such Circular Orders of the High Court of Himachal Pradesh came to be compiled in April 2002 w.e.f. mid July, 1991 to March, 2002.

(v) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

A list of the rules is as under:-

LIST OF THE RULES FRAMED BY THE HIGH COURT OF HIMACHAL PRADESH

PART-A RULE CONCERNING THE HIGH COURT

1. ADMINISTRATIVE BUSINESS:

1. "The High Court of Himachal Pradesh Guest House Rules, 2004."

2. "The High Court of Himachal Pradesh (Supply of Uniforms to Gazetted Officers) Rules, 1994."

3. "The High Court of Himachal Pradesh (Use, Maintenance and Control of Staff Cars) Rules, 1981."

4. "Guidelines regarding designation as a Senior Advocate."

5. "The High Court of Himachal Pradesh Right to Information Rules, 2005."

II. APPOINTMENT:

1. "The Himachal Pradesh Jud icial Service, Rules, 2004."

2. "The Himachal Pradesh Judicial Service (Departmental Examination) Regulations, 2004."

3. "The Himachal Pradesh High Court Officers and the Members of Staff (Recruitment, Conditions of Service, Conduct & Appeal) Rules, 2003."

III. JUDICIAL BUSINESS:

1. "Contempt of Court (Himachal Pradesh) Rules, 1996."

2. "The High Court of Himachal Pradesh (Appellate Side) Rules, 1997." 3. "The High Court of Himachal Pradesh (Original Side) Rules, 1997."

4. The Himachal Pradesh High Court (Scrutiny, Maintenance of Judicial Records, Administrative Executive Business) Rules, 1997."

5. "The High Court of Himachal Pradesh Case Flow Management (High Court) Rules, 2005."

IV. PAY AND PENSION:

1. "The Himachal Pradesh High Court Officers and Servants (Salaries, Leave, Allowances and Pension) Rules, 1971."

PART-B RULES CONCERNING THE SUBORDINATE COURTS.

I. ADMINISTRATIVE BUSINESS:

1. "The Himachal Pradesh Subordinate Courts Lawyers Chambers (Allotment and License) Rules, 1989."

2. "The Himachal Pradesh Civil and Criminal Courts (Preparation and Supply of Copies of Records) Rules, 2000."

3. "The Himachal Pradesh Subordinate Courts (Use, Maintenance and Control of Staff Cars) Rules, 1995.

II. APPOINTMENT:

1. "The Appointment and Control Rules of Superintendents to the District and Sessions Judge, Himachal Pradesh, Rules, 1995."

2. "The Himachal Pradesh Subordinate Courts Staff (Recruitment, Promotion and Condition of Service) Rules, 1997."

3. "The Himachal Pradesh Subordinate Courts Typists (Grant of License, Registration and Control) Rules, 2001."

III. INSPECTION:

1. "The Himachal Pradesh (Inspection of Subordinate Courts by the Administrative Judge) Rules, 2001."

2. "The Himachal Pradesh (Inspection of Subordinate Courts by the District and Sessions Judge) Rules, 1998."

3. "The Himachal Pradesh (Inspection of the Subordinate Courts by the Presiding Officers of Court) Rules, 1998."

4. "The High Court of Himachal Pradesh Case Flow Management (Subordinate Courts) Rules, 2005."

PART-C
RULES CONCERNING HIGH COURT AS WELL AS SUBORDINATE COURTS

ADMINISTRARIVE BUSINESS:

1. "The High Court of Himachal Pradesh (Recognition and Registration of Association) Rules, 1989."

2. "The High Court of Himachal Pradesh (Supply of Liveries to Court Servants) Rules, 1983."

3. "The High Court of Himachal Pradesh (Use and Occupation of Sessions House) Rules, 2004."

4. "The Maintenance of Shorthand Note Books Rules, 1989."

II. APPOINTMENT:

1. "The High Court of Himachal Pradesh Clerks of Legal Practitioners (Registration and Control) Rules, 1984."

2. "The Himachal Pradesh Oath Commissioner (Appointment & Control) Rules, 1996."

3. "The High Court of Himachal Pradesh Petition Writers (Grant of License and Conduct) Rules, 1989."

4. "The High Court of Himachal Pradesh Petty Offence (Trial by Special Judicial Magistrates) Rules, 1998."

5. "The High Court of Himachal Pradesh (Special Judicial Magistrates Qualifications) Rules, 1981."

III. JUDICIAL BUSINESS:

1. "The High Court of Himachal Pradesh (Arbitration and Conciliation) Rules, 2002."

2. "Hindu Marriage and Divorce (Himachal Pradesh) Rules, 1982."

3. "The High Court of Himachal Pradesh (Legal Aid to Accused) Rules, 1981."

4. "The Himachal Pradesh State Legal Services Authority Rules, 1995"

5. "The Himachal Pradesh State Legal Services Authority Regulations, 1996."

6. "The Special Marriage and Divorce (Himachal Pradesh) Rules, 1982."

The various Acts, Rules, Regulations, Instructions followed are as under:—

1. F.R & S.R.
2. Leave Rules.
3. T.A. Rules.
4. L.T.C Rules.
5. Pension Rules.
6. C.C.S. (C.C.A) Rules.
7. Conduct Rules.
8. G.P.F Rules.
9. Medical Attendance Rules.
10. Delegation of Financial Powers Rules.
11. H.P. Financial Rules.
12. H.P Budget Manual.
13. Office Manual.

(vi) A statement of the categories of documents that are held by it or under its control:

The documents relating to financial transactions are held by the Accounts Branch and are kept in the form of Registers, cash books, ledger books, files, bills, vouchers, etc. which are subject to audit.

Service Books.—Service Books in the form of documents are held and kept in the Establishment Branch which are also subject to verification by the Audit Department.

(vii) The 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.

Not applicable to the High Court Registry.

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public:

In this regard, it is already submitted above that under Rule 14 of the Inspection of Records nothing in these rules shall entitle any person to inspect

(i) the Judges notes and Minutes

(ii) Correspondence not strictly judicial; and

(iii) Confidential correspondence.

Therefore, it is apparent that these items cannot be made accessible to the public.

(ix) A directory of its officers and employees:

It is already available on the High Court Website.

(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations:

In general, there is no monthly remuneration fixed for its employees.

However, the Court Managers, Law Clerks and Editor (ILR), also mentioned hereinabove. There is also no system of compensations etc. provided in the regulations. However, please refer to information given at point 4 (B) (i) as far as pay scales of the employees of the organisation is concerned.

(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made:

Financial Year 2013-14 (HIGH COURT)			
"2014-Administration of Justice, Demand No.3. 102-High Court, 01- High Court Establishment (Charged) Non-Plan-SOON.			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
SALARIES	247959000	42567420	205391580
WAGES	187000	64204	122796
TRAVEL EXPENSES	963000	440972	522028
LIVERIES	474000	1528	472472
OFFICE EXPENSES	19004000	3384267	15619733
MEDICAL REIMB.	4806000	1025295	3780705
RENT, RATES & TAXES	1431000	159516	1271484

HOSPITALITY & ENT. EXPENSES	35000	0	35000
PROFESSIONAL & SPECIAL SERVICE	197000	31500	165500
TRAINING	248000	0	248000
OTHER CHARGES	792000	67561	724439
SUMPTUARY ALLOWANCE	143000	97510	45490
MOTOR VEHICLES	5420000	915977	4504023
TRANSFER EXPENSES	566000	381543	184457
HONORARIUM	50000	5830	44170
FURNISHING	0	0	0
Total :	**282275000**	**49143123**	**233131877**

Financial Year 2013-14 (SUBORDINATE COURTS)

"2014-Administration of Justice, Demand No. 3.
105-Civil & Sessions Courts,
01-Civil & Sessions Courts Establishment (Voted) Non-Plan-SOON.

SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
SALARIES	779106000	139158495	639947505
WAGES	2635000	283641	2351359
TRAVEL EXPENSES	3391000	729400	2661600
LIVERIES	1137000	17543	1119457
OFFICE EXPENSES	23603000	4001824	19601176
MEDICAL REIMB.	9069000	2049190	7019810
RENT, RATES & TAXES	385000	60994	324006
FURNISHINGS	363000	0	363000
PROFESSIONAL & SPECIAL SERVICE	60000	7000	53000
TRAINING	779000	6652	772348
OTHER CHARGES	2313000	354113	1958887
MOTOR VEHICLES	5917000	960770	4956230
TRANSFER EXPENSES	1340000	737259	602741
GRANT IN AID	0	0	0
Total :	**830098000**	**148366881**	**681731119**

Financial Year 2013-14 (Road & Diet Money to witness)			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
OTHER CHARGES	7085000	1886000	5199000
Total :	**7085000**	**1886000**	**5199000**

Financial Year 2013-14 (TRIBAL COURTS)			
'2014-Administration of Justice', Demand No. 31. 796-Tribal Area Sub Plan, 01-Expenditure on Civil & Sessions Courts, -SOON(Voted) Non-Plan.			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
SALARIES	14874000	2947550	11926450
WAGES	32000	14250	17750
TRAVEL EXPENSES	131000	27966	103034
LIVERIES	14000	0	14000
OFFICE EXPENSES	391000	28340	362660
MEDICAL REIMB.	59000	12058	46942
RENT, RATES & TAXES	0	0	0
TRAINING	15000	0	15000
MOTOR VEHICLES	118000	7034	110966
TRANSFER EXPENSES	6000	0	6000
OTHER CHARGES	0	0	0
Total :	**15640000**	**3037198**	**12602802**

Financial Year 2013-14 (R & DM to witnesses)			
'2014-Administration of Justice', Demand No. 31. 796-02-Expenditure on witness and diet money, -SOON(Voted) Non-Plan.			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
OTHER CHARGES	135000	35000	100000
Total :	**135000**	**35000**	**100000**

2014-Administration of Justice', Demand No.19 2235-Social Security and Welfare, 800-Other Charges, 38- Reimbursement of Medical Expenses to Pensioners and Other

Charges-SOON(Voted) Non-Plan.			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
OTHER CHARGES	4500000	2381803	2118197
Total :	**4500000**	**2381803**	**2118197**
GRAND TOTAL	**1139733000**	**204850005**	**934882995**
Budget provided by the State Government under 13th Finance Commission Award for the year 2013-14.			
Financial Year 2013-14			
"2014-00-102-04-SOON(Voted) Non-Plan"-Expenditure on payment of Salaries to Court Managers in High Court. Demand No. 3.			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
OTHER CHARGES	2000000	1129830	870170
Total :	**2000000**	**1129830**	**870170**
Financial Year 2013-14			
"2014-00-105-04-SOON(Voted) Non-Plan"-Expenditure on Morning & Evening Courts etc./Mobile Traffic Magistrates/Special Judicial Magistrates Courts in H.P. Demand No. 3.			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12-7-2013 for the financial year 2013-14	Balance Budget in hand as on 12-7-2013 for the current financial 2013-14
HONORARIUM	42000000	1415423.00	40584577
TRAVEL EXPENSES	1500000	28423.00	1471577
OFFICE EXPENSES	3500000	61340.00	3438660
MOTOR VEHICLES	1500000	102000.00	1398000
Total :	**48500000**	**1607186.00**	**46892814**
Financial Year 2013-14			
"2014-00-105-05-SOON(Voted) Non-Plan"-Expenditure on payment of Salaries to Court Managers in Subordinate Court. Demand No. 3.			
SOE(s)	Budget Provided for the financial year 2013-14 by the State Government	Expenditure as on 12.7.2013 for the financial year 2013-14	Balance Budget in hand as on 12.7.2013 for the current financial 2013-14
OTHER CHARGES	5000000	712172.00	4287828
Total :	**5000000**	**712172.00**	**4287828**
Grand Total=	**55500000**	**3449188**	**52050812**

(xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable to the Registry of this High Court.

(xiii) Particulars of recipients of concessions, permits of authorizations granted by it;

Not applicable to the Registry of this High Court.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:

High Court history, Administrative set-up, title of Rules, cases, status, cause list, legal aid, telephone directory, calendar, Hon'ble Judges' profile, former Chief Justices and former Judges have already been displayed on the High Court website and one can visit this site on the following address: **http:/Himachal.nic.in/highcourt.**

(xv) The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use:

The working hours of the Library of the Hon'ble High Court are 9.45 A.M to 4.45 P.M. It is Hon'ble Judges' Library and it is not available for public use.

(xvi) The names, designations and other particulars of the Public Information Officers:

Hon'ble the Chief Justice has been pleased to designate the following Officers as:—

(1) State Public Information Officers at the High Court and the District levels to provide information in accordance with the provisions of the aforesaid Act and the Rules framed there-under; and

(2) State Assistant Public Information Officers at the sub-divisional level to perform the duties envisaged and entrusted to them, under sub-section (2) of Section 5 of the aforesaid Act.

1. State Public Information Officer (Marriage Counsellor) at High Court level

2. State Public Information Civil Judge (Sr. Divn.)-cum-CJM Officer at District level of the concerned District.

3. Assistant State Public Information Officer (Civil Judge, Court No.1 at Sub Divisional Headquarters where there are more than one Court. And the Civil Judge posted at Sub Divisional Headquarters where there is only one Court.

It is further notified that for the purpose of filing appeals against the decisions of State Public Information Officers as provided under Section 19(1) of the aforesaid Act, the Officer senior in rank to the Marriage counsellor in the High Court would be the Registrar (Vigilance) of the High Court and in the Districts, it would be the District and Sessions Judge of the concerned District.

(xvii) Such other information as may be prescribed;

Facilities available in High Court:—

(i) Dispensary
(ii) Canteen
(iii) Post Office
(iv) Bank
(v) Mediation room
(vi) Auditorium

(xvii) Such other information as may be prescribed;

Facilities available in High Court:—

(vii) Dispensary
(viii) Canteen
(ix) Post Office
(x) Bank
(xi) Mediation room
(xii) Auditorium

Dispensary:

A First-aid Post is functioning in the High Court Complex (old building). One Physician is available in the dispensary during office hours.

Canteen facilities:

Canteen for advocates, litigant public and staff of the High Court is functioning in the High Court.

Post Office:

A post office is functioning in the High Court Complex on the Ist Floor since 2003 and is being used also by outside agencies and general public.

Bank:

A branch of UCO Bank is functioning in the High Court since 2003 and provides services including ATM facility to all its account holders and those desirous of transacting through the Bank."

COMMITTEES:

In supersession of all earlier office orders, constituting various Committees from time to time, read with office order dated 20.11.2010. Hon'ble the Chief Justice is pleased to constitute the following Judges' Committees, with immediate effect:—

1. Administrative Committee:

1. The Hon'ble Chief Justice.
2. Hon'ble Mr. Justice R. B. Misra.
3. Hon'ble Mr. Justice D. D. Sud

2. All the matters (including disciplinary matters) falling within the scope of Article 235 of the Condtitution arising from Civil & Sessions Courts, Small Causes Courts and Judicial Magistrate Courts.

1. The Hon'ble Chief Justice
2. Hon'ble Mr. Justice R.B. Misra, Member
3. Hon'ble Mr. Justice D.D. Sud. Member

3. Disciplinary Committee (all matters of discipline and all complaints referred by the Hon'ble Chief Justice) falling within the scope of Article 235 of the Constitution Review Committee and Special Review Committee for extension of service beyond 50,55 and 58 years

    1. The Hon'ble chief Justice,
    2. Hon'ble Mr. Justice R.B.Misra,,
    3. Hon'ble Mr. Justice D.D. Sud

4. Administrative appeals and representations from subordinate Courts.

    1. Hon'ble Mr. Justice D.D. Sud
    2. Hon'ble Mr. Justice Surinder Singh

5. Building and Maintenance Committee for High Court, Building and Gardens, rain water harvesting in High Court and residential quarters for Judges including rent free quarters except CJ House.

    1. Hon'ble Mr. Justice D.D.Sud
    2. Hon'ble Mr. Justice Dharam Chand Chaudhary.

6. Building Committee for establishment of new Courts and construction of new Court Building (other then Item No.5) AND Maintenance of existing buildings of Subordinate Courts and Landscaping, gardening and rain water harvesting.

    1. Hon'ble Mr. Justice Rajiv Sharma.
    2. Hon'ble Mr. Justice V.K. Sharma`.

7. Committee for hearing administrative appeals against administrative orders and representations from members of the High Court Staff and all other matters.

    1. Hon'ble Mr. Justice Kuldip Singh.

8. (A) Case Management Committee High Court.

    1. Hon'ble Mr. Justice Sanjay Karol.
    2. Hon'ble Mr. Justice Rajiv Sharma.

(B) Case management Committee Subordinate Judiciary

    1. Hon'ble Mr. Justice Kuldeep Singh.
    2. Hon'ble Mr. Justice Dharam Chand Chudhary.

9. Computer and E-Courts Committee.

    1. Hon'ble Mr. Justice Sanjay Karol.

10. Committee for considering grant of super Time and Selection Grades, inter se seniority of judicial Officers of both cadre, satisfactory completion of probationary period and request for voluntary retirement.

    1. Hon'ble Mr. Justice Rajiv Sharma.
    2. Hon'ble Mr. Justice Dharam Chand Chudhary.

11. Coordination Committee (to coordinate with the H.P. judicial Officers Association.

    1. Hon'ble Mr. Justice Sanjay Karol.
    2. Hon'ble Mr. Justice V.K. Sharma.

12. Disaster Management Committee.

    1. Hon'ble Mr. Justice Sanjay Karol.
    2. Hon'ble Mr. Justice Rajeev Sharma.

13. Finance Committee/ committee for approval of purchase..
    1. Hon'ble Mr. Justice Sanjay Karol.
    2. Hon'ble Mr. Justice Rajiv Sharma,.

14. For advising the High Court on all legal matters where High Court has been impleaded as a party, including special opinion.

    1. Hon'ble Mr. .Justice Sanjay Karol.
    2. Hon'ble Mr. Justice Kuldeep Singh.

15. General management and implementation recommendations from different quarters, including Chief Justices' Conference and joint Conference of Chief Justice and Chief Ministers.

    1. Hon'ble Mr. Justice Sanjay Karol, Member.

16. General Rules Committee subject to the constitution of Special Committee for framing Rules.

    1. Hon'ble Mr. Justice Kuldeep Singh.
    2. Hon'ble Mr. Justice V.K. Sharma.

17. Hon'ble Judges 'Library Committee.

    1. Hon'ble Mr. Justice Surinder Singh.

18. Monitoring function of the juvenile justice Boards in the State of Himachal Pradesh.

    1. Hon'ble Mr. Justice V.K. Sharma.

19. Monitoring expeditious trial of the Under prisoners in the State of Himachal Pradesh.

    1. Hon'ble Mr. Justice Rajiv Sharma
    2. Hon'ble Mr. Justice Dharam Chand Chudhary.

20. Protocol/Gust House & Hospitality Committee .The Hospitality Committee shall be assisted by the Registrar concerned.

    1. Hon'ble Mr. Justice Rajiv Sharma.

21. Permission to acquire/ dispose of immoveable property by lease, mortgage, sale, gift or otherwise, grant of no objection for passport and higher studies in accordance with th guidelines by judicial officers as well as employees of the High Court .

    1. Hon'ble the Chief Justice.
    2. Hon'ble Administrative judge of the concerned Sessions Division.

22. Review Committee for giving promotion to the posts of Gazetted Officers of the High Court on completion of their probationary period and other incidental matters bot specifically covered by any other Committee.

1. Hon'ble Mr. Justice Surinder Singh.

23. Revision of pay Scale of Officer and servants (Class III & IV) of High Court.

1. Hon'ble Mr. Justice V.K. Sharma.

24. Staff and Welfare Committee ,(recommendatory Committee for strength of cadre and other matters of the employees of the High Court) (for service recruitment, promotions and other service matters other than relating to non Gazetted and Group D posts within the jurisdiction of the Registrar General).

1. Hon'ble Mr. Justice Kuldeep Singh.
2. Hon'ble Mr. Justice Dharam Chand Chaudhary.

25. (A) To oversee the proper implementation of ADR mechanisms in the High Court.

1. Hon'ble Mr. Justice Sanjay Karol.
2. Hon'ble Mr. Justice Rajiv Sharma.

(B) To oversee the proper implementation of ADR mechanisms in the Subordinate Courts.

1. Hon'ble Mr. Justice Sanjay Karol.
2. Hon'ble Mr. Justice V.K. Sharma.

26. Withdrawal of provident fund (except Non –gazetted and Group D Officials), Grant of Advance increment to Members of Staff (except Non-Gazetted and Group D Officials), Inter-District Transfer of Staff Members, Grant of Earned Leave to Judicial Officers and investing summary powers under sec. 260 Cr. P.C.

1. Hon'ble Administrative Judge of the concerned Division.

27. Departmental Examination Committee

1. Hon'ble Mr. Justice Rajiv Sharma
2. Hon'ble Mr. Justice Dharam Chand Chudhary.

28. Committee for dealing with the matters pertaining to retired Judges and retired staff of the Subordinate Judiciary.

1. Hon'ble Mr. Justice Surinder Singh Judge.

29. Committee for re-structuring of Administrative set up in the Subordinate Courts.

1. Hon'ble Mr. Justice Kuldip Singh.

30. Committee for re-structuring of Staff in the High Court.

1. Hon'ble Mr. Justice Surinder Thakur.

31. Committee for monitoring the implementation of the Grants Under the 13th Finance.

    1. Hon'ble Mr. Justice Sanjay Karol

    2. Hon'ble Mr. Justice Rajiv Sharma

32. Committee for redressal of grievances or complaints against the conduct of the employees of High Court.

1. Hon'ble Mr. Justice Kuldip Singh.

33. Committee for redressal of grievances or complaints against the conduct of the employees of Subordinate Courts.

    1. Hon'ble Mr. Justice V.K. Sharma.

34. Complaint committee for dealing with matters relating to sexual harassment of women at the work place.

    1. Hon'ble Mr. justice Kuldeep Singh

35. Budget Committee for High Court and overseeing the budget of Subordinate Courts.

    1. Hon'ble Mr. Justice Sanjay Karol.

    2. Hon'ble Mr. Justice Rajiv Sharma.

36. Judge Incharge of the matter under Mental Health Act.

    1. Hon'ble Mr. Justice Dharam Chand Chudhary.

37. Committee for jail appeals, complaints and other matter pertaining to jails and under-trials.

    1. Hon'ble Mr. Justice Dharam Chand Chudhary.

38. Himachal Pradesh judicial Academy committee and Board of visitors for overall working of judicial Officers Training Institute, National Law School and all matters relating thereto.

    1. Hon'ble the Chief Justice
    2. Hon'ble Mr. Justice D.D. Sud.
    3. Hon'ble Mr. Justice Surinder Singh.
    4. Hon'ble Mr. Justice Sanjay Karol.
    5. Hon'ble Mr. Justice Kuldip Singh
    6. Hon'ble Mr. Justice Dharam Chand Chauhary.

By order,
Sd/-
Registrar General.

HIGH COURT OF HIMACHAL PRADESH, SHIMLA-171 001

NOTICE INVITING TENDER

Shimla, the 20th July, 2013

No. HHC/GAD/ADMN. BLOCK/2008-I.—Sealed tenders are invited from the manufacturers and suppliers of repute for the supply of below mentioned items of furniture, valuing approximately **Rs.1,41,00,000/-** (Rupees one crore and forty one lakhs) for use in the Administrative Block of the High Court of Himachal Pradesh at Shimla:—

Sl. No.	Description of Item(s).	Quantity Required
1.	Work stations for Junior Assistants/ Clerks in the size of 5’ x 2’ each.	74
2.	Work stations for Superintendents Grade-II/Senior Assistants/ P.As./Senior Scale Stenographers in the size of 5’ x 5’ each.	77
3.	Work stations for Section Officers etc. (Cabins) in the size of 8.5’ x 8’. **Please Note.—**The work stations as mentioned at Sl. Nos. 1 to 3 above should have panel based furniture comprising of two types of panels 52.4 mm and 22.8 mm. The 52.4 mm panel should comprise of two numbers of vertical extrusions made of alumonium at every division of tile / block. The blocks should be made of composite construction of MDF and paper honeycomb. – The 22.8 mm panel should have two numbers of vertical extrusions made of alumonium. The horizontal extrusions should be made of alumonium at every division of tile/block. The blocks should be made of composite construction of MDF and paper honeycomb. The work stations should be BIFMA LEVEL e2 CERTIFIED.	19
4.	Officers' Tables in the size of 6’ x 3’ each.	4
5.	Tables for use by Deputy Registrars/Assistant Registrar etc. in the size of 5'x3'. **Please Note.—**The top of each table as shown against Sl. No. 4 and 5 should be of 25 mm thick plain particle board clad with 0.6 mm thick post formed laminate and 1 mm thick backing laminate. The flat exits should be sealed with 2 mm thick PVC beading. The modesty should be made up of 18 mm thick plain particle board clad with 1.0 mm thick decorative laminate on both sides. The edge should be sealed with 2 mm thick PVC beading. The side table should be made of the same specifications as of the main table.	13
6.	Tables in the size of 6’ x 3’. The main table top should be made up of MDF + Veneer and PU coating. The top thickness should be 65 mm. The modesty should be of the size 1640 x 600 x 16 mm made up of MDF + Veneer and PU coating. The mobile pedestal should be of size 510 W x 635 H x 445 D mm. The side table should be made up of MDF + Veneer and PU coating having size 1200 W x 445 D x 660 H having top thickness 25 mm.	2

7.	Chairs for Junior Assistants/Clerks/Date Entry Operators etc.. The seat and back of each such chair should be made up of 1.2 + /- 0.1 cm thick hot pressed plywood and upholstered with fabric and moulded polyurethane foam together with seat and back covers. The seat size should be 45.0 cm (W) x 42.0 cm (D). The back size should be 40.0 cm (W) x 47.0 cm (H). The seat and back covers should be injection moulded in black co-polymer polypropylene. The chair should have permanent contact mechanism. The armrest should be one piece injection moulded from black nylon. The polyurethane foam should have density 45 +/- 2 kg m 3.	74
8.	Senior Assistants & Superintendents' Chair should have back size 49.0 cm (W) x 47.0 cm (H) and seat size should be 49.0 cm (W) x 44.0 cm (D). The seat and back should be made up of 1.2 + /- 0.1 cm thick hot pressed plywood. The chair should have center tilt mechanism.	77
9.	Double seater sofas width 1320mm, depth 835mm, height 690mm with seat height 415mm with frame made up of solid rubber wood particle board and M.D.F. with 30 density soft foam on seat and back and S spring for belt material and covered with P.V.C. Upholstry for use in the front row of auditorum and the reception of the New Administrative Block.	10 Nos.
10.	Officers' Chairs. Each such chair should have back size 48 cm (W) x 76 cm (H) and seat size 51 cm (W) x 48 cm (D). The seat and back made up of density + 45 + /- 2 kg / m3 and hardness load 16 + /-2 kgf as per IS : 7888 of 25% compression. The chair should have knee tilt synchro mechanism with seat depth adjustment mechanism.	2
11	Single seater sofa in leatherite upholstery size 835 (W) 835 (D), 690 (H) and 415 (Seat Height).	19x2=38
12.	Center tables with glass tops. 1100 (W) and 600 (D) with height 420 mms.	6
13.	Officer's chairs (high back). The seat and back should be made up of 1.2 cm thick poly pressed ply wood, upholstered with fabric upholstery covers and moulded polyurethane foam. The back size 47.5 cm (W) x 69.5 cm (H), seat size 47.0 cm (W) x 48.0 (D). The polyurethane foam should be molded with density = 45 + /- 2 Kg / m3 and Harness = 20 + /- to at 25% compression. The chair should have one piece armrest with injection moulded from black co- polymer polypropylene. The chair should have center tilt synchro mechanism. The height should be adjustable at an adjustment stroke of 12.00 cm. There should be a telescopic bellow assembly made up of three piece telescopic type and injection moulded in black polypropylene. The pedestal should be injection moulded in black 30% glass filled nylon and fitted with five number twin wheel casters. The pedestal should -be 66.0 cm pitch center dia (76.0cm with caster). The chair should be green guard certified.	4
14.	Officers' chairs (mid back). The seat and back should be made up of 1.2cm thick poly pressed ply wood, upholstered with fabric upholstery covers and moulded polyurethane foam. The back size 47.5 cm (W) x 58.0 cm (H), seat size 47.0 cm (W) x 48.0 (D). The polyurethane foam should be moulded with density = 45 + /- 2 Kg / m3 and Harness = 20 + /- to at 25% compression. The chair should have one piece armrest with injection moulded from black co- polymer polypropylene. The chair should have	32

	center tilt synchro mechanism. The height should be adjustable at an adjustment stroke of 12.00 cm. There should be a telescopic bellow assembly made up of three piece telescopic type and injection molded in black polypropylene. The pedestal should be injection moulded in black 30% glass filled nylon and fitted with five number twin wheel casters. The pedestal should be 66.0 cm pitch center dia (76.0cm with caster). The chair should be green guard certified.	
15	Visitor chairs in officer's room with arms. The back size should be 49 cm (W) x 47 cm (H) and the seat size should be 49 cm (W) x 44 cm (D).	100
16.	Visitor Chairs in officer's room of O.S.D. (Legal, Research and Rules/ Registrar (I.T.). The seat size of each such chair should be 47 cms. width x 48 Cms. depth and should be GREEN GUARD certified.	6
17	Interact with desklet Chairs for conference hall : the seat should be made of injection moulded in black polypropylene and upholstered in vinyl fabric with foam. The seat should have auto tip up mechanism. The back should be made of injection moulded in black polypropylene and upholstered in vinyl fabric with foam upholstered in vinyl fabric with foam. The polyurethane foam for seat and back should be of density 32 + /- 2 kg/ cu.m. The leg frame assembly should be powder coated made up of Ø 3.2 +/- 0.03 cm x 0.15 +/- 0.012 cm MS-ERW fitted with PP shoe. The Desklet should be made up of injection moulded in black ABS should be a retractable desklet and may be used as an armrest when not in use. The armrest should be injection moulded in ABS.	380
18.	Matrix double seaters with cushion for the Peons. The understructure assembly should consist of connecting beam and leg assembly made up of M.S. ERW Oblong tube of size 75x50x2 mm thick and should be powder quoted. The overhaul size should be 114 cms. (W) 63.8 cms. (D) and 78.5 cms. height.	21

The terms and conditions of the tender (s) shall be as under :

1. The last date for the receipt of tender (s) in the Office of the Registrar General, High Court of Himachal Pradesh, Shimla is **19 th August, 2013.** The tender(s) received after the due date shall be summarily rejected and not taken into consideration.

2. The tenderor (s) shall have to quote the rates item-wise and each tenderor shall be free to quote rate for one item or more than one item or for all the items, if it is capabable to supply the same.

3. The Registrar General can accept the rates quoted for a particular item or for more than one items by one tenderor and can reject other rates quoted by such tenderor for rest of the item(s), if the rates quoted by such tenderor for other items are not found to be lowest or the items wherefor such rates have been quoted are not suitable and befitting to the requirements, specifications, quality and standard of the High Court.

4. The tenderors shall furnish their designs and specifications preferably along with samples and while quoting the rates the tenderor shall ensure that all the descriptions of quality, make, specifications and standards as prescribed in this notice are conspicuously mentioned in the quotation/tender.

5. The designs, specifications and sample (s) which the tenderer (s) submit along with the tender (s) shall be retained by the High Court, if selected. The product, which may be supplied to the High Court, will have to conform to the specifications, design (s) and sample (s) submitted and approved by the High Court.

6. Each tender shall be accompanied by an earnest money to the value of two percent of the total amount wherefor the tender is being furnished in the form of an FDR, duly pledged in the name of the Registrar General, High Court of Himachal Pradesh, Shimla or in the form of a demand draft of any nationalised bank payable at Shimla in the name of the said Registrar General. The tender (s) received without earnest money or with deficient earnest money shall be summarily rejected.

7. The tenderer should have certifications of ISO 9001, 2000 and ISO 14001, OSHAS 18001:1999, Green Guard Certified. Proof in this behalf should be attached along with the tender.

8. The manufacturing or supplier quoting the rates should have not been debarred by any public or private organization during the last three years or should have not been blacklisted at any time for committing any breach whatsover.

9. The rates shall be quoted F.O.R. H.P. High Court, Shimla and must be inclusive of all taxes and installation charges. The High Court being a governmental body can issue D. Form, on demand, by the supplier(s), if the Sales Tax is charged accordngly.

10. The Registrar General, High Court of H.P. reserves the right to accept or reject any tender without assigning any reason.

11. The bidder should be either a manufacturer or authorized supplier or the authorized dealer of reputed brands of office furniture. Proof to this effect should be attached alongwith the tender.

12. The bidder should have good experience in execution as original agency in similar works in the State and with Central Governments during the last three financial years from 2010 to 2013 and proof to this effect should also be attached with the tender.

13. As a proof of experience/competence, alongwith the tender, a statement showing that he has executed work of similar nature up to value of Rs. 1 crore and above at least in 2 Government/semi Government Organizations should be attached.

14. The manufacturer should have in house design & development capability to take care of any modifications required in their products to suit the specifications of the High Court in case their specifications slightly differ from the specification prescribed in the tender notice.

15. The manufacturer should submit a proof of having affiliation with reputed body of furniture manufacturers BIFMA and in house testing facility for establishing performance standards of the products.

16. In case the bidder is not the manufacturer himself then he/she should produce a letter of authorization from the manufacturer/ principal stating that the vendor (bidder) is capable of implementing the new technology solutions based on their equipments.

17. The manufacturer/tenderor should have capability to provide after sale service at Shimla and it should have own direct network or authorized dealer for after sales and service at Shimla for the last at least 3 years. Proof should be attached alongwith the tender.

18. The Tenderer shall ensure that the goods to be supplied are of reputed and good make and quality and there shall be no compromise with the quality of the furniture items.

19. The earnest money of the unsuccessful tenderers shall be returned to them immediately after the process of acceptance of tender is over. However, Registrar General, High Court of Himachal Pradesh reserves his right to retain the earnest money of the successful bidder till the entire consignment of furniture items is supplied by it (the successful tenderer).

20. The Registrar General, High Court of Himachal Pradesh reserves right to reject any tender if the tender is not found in accordance with the terms and conditions of this tender notice and also in accordance with the provisions contained in Himachal Pradesh Financial Rules, 2009 or otherwise also without assigning any reason.

21. Tender shall be opened on 19.08.2013 at 2.00 PM, itself.

22. Supply of goods shall have to be made within **ten** days from the date of acceptance of the tender.

23. The tenderor shall have to execute the contract itself and it shall not under any circumstances or any case, can transfer or assign the contract to any other person.

24. If any tenderer wishes to appear for negotiations at the time of opening the tenders, then he/she is free to appear in the office of the Registrar General, High Court of Himachal Pradesh and before the Committee to be constituted for the purpose, in whose presence the tender shall be opened.

25. The earnest money deposited by the tenderer(s) shall be forfeited in the following events, namely:—

(a) a modification or withdrawal of tender after the deadline for submissions of tenders and during the validity period;

(b) refusal by the tenderer to accept an arithmetical error or otherwise appearing on the face of tender;

(c) failure on the part of the successful tenderer to sign the contract in accordance with the terms and conditions stipulated in the tender documents;

(d) failure on the part of the successful tenderer to provide performance security for the execution of the contract; and,

(e) failure on the part of the successful tenderer to execute the contract as per terms and conditions stipulated in the tender documents.

26. The performance security at the rate of 5% of the value of the contract shall be obtained from the successful contractor on the award of the contract in the form of an Account Payee Demand Draft or duly pledged fixed deposit receipts or Bank Guarantee from a commercial bank, as the case may be.

27. Performance security shall remain valid for a period of 60 days from the date of completion of contract including warranty and guarantee period, to the best satisfaction of the Registrar General, High Court of Himachal Pradesh.

28. The Registrar General reserved the right to inrease or decrease the quantity of any item(s) as per the changed requirement and the tenderor whose tender is accepted for a particular item(s) shall be bound to supply the furniture item(s) as per the changed requirement and it (the tenderor) cannot claim his right only to supply the quantity of any particular item(s) as mentioned in this tender notice.

29. The website of the High Court of Himachal Pradesh is www.hphighcourt.nic.in.

By order
Sd/-
Registrar General, High Court of
Himachal Pradesh, Shimla.

Endst. No : *HHC/GAD/ADMN. BLOCK/2008-I- Dated:* *23rd July, 2013.*

Copies forwarded to:

1. The Advertisement Manager, **The Tribune**, Chandigarh and **Amar Ujala**, Chandigarh, with a request to publish the aforesaid tender notice in their newspaper(s) conspicuously within two /three days and send the bill thereof in the name of the Registrar General, High Court of Himachal Pradesh, alongwith a copy of the newspaper(s) wherein the tender notice has been published.

2. The Controller, Printing & Stationery, HP, with a request to provide a publishing slot in the HP *Rajpatra* immediately.

3. The O.S.D.-Central Project Coordinator and Computer Branch, with a request to display the tender notice on the website of High Court of Himachal Pradesh today, itself and also to provide a link of such notice with the website of the Controller of Stores, HP, Shimla-171001.

Registrar General,
High Court of Himachal Pradesh
Shimla -171001.

PUBLIC NOTICE

I, Prem Chand, aged 58 years s/o Late Shri Dhani Ram, r/o Village Makroti, P. O. Ladwara, Tehsil Shahpur, District Kangra (H. P.) declare that my correct name is Prem Chand as per my service records whereas my name has been entered as Prem Singh in the educational Certificate of my son Abhishek Kumar. My correct name is Prem Chand. All concerned please note it.

PREM CHAND
s/o Late Shri Dhani Ram,
r/o Village Makroti, P. O. Ladwara,
Tehsil Shahpur, District Kangra (H. P.).

Before the Sub-Divisional Magistrate, Solan, District Solan, Himachal Pradesh

In the matter of :

Shri Manikya Sharma s/o Shri Mast Ram Sharma, r/o Village Khajret, Post Office Jubber, Tehsil Kasauli, District Solan, Himachal Pradesh . . *Applicant.*

Versus

General public . . *Respondent.*

Whereas applicant Shri Manikya Sharma s/o Shri Mast Ram Sharma, r/o Village Khajret, Post Office Jubber, Tehsil Kasauli, District Solan, Himachal Pradesh has submitted an application before the undersigned for the correction of name of his daughter Kumari Harshu Sharma in the birth record of Gram Panchayat Nichli Ganguri, as her name was entered in G.P. Nichli Ganguri's record as Harshita, which is wrong.

The general public of the concerned area is hereby called upon to file objection, if any, regarding correction of name of Kumari Harshu Sharma in the record of Gram Panchayat in place of Harshita in writing to this office. The objections should reach in this office on or before 3-8-2013 positively, otherwise necessary order will be passed to correct her name in the concerned Gram Panchayat record.

Seal. Sd/-
Sub-Divisional Magistrate,
Solan, District Solan (H. P.).

———————

शुद्धि–पत्र

दिनांक 5 जनवरी, 2013 को प्रकाशित राजपत्र, हिमाचल प्रदेश (208–ई0–गज़ट) में पृष्ठ संख्या (5753) **के स्थान पर** (5753–ए) तथा पृष्ठ संख्या 5754 के स्थान पर 5754–ए **पढ़ी जाए।**

हस्ताक्षरित / –
सहायक नियन्त्रक (मु0)।

———————

शुद्धि–पत्र

दिनांक 29 जनवरी, 2013 को प्रकाशित राजपत्र, हिमाचल प्रदेश (223–ई0–गज़ट) में पृष्ठ संख्या (6537) की प्रिंट लाईन को 28–1–2013 **के स्थान पर** 29–1–2013 **पढ़ा जाए।**

हस्ताक्षरित / –
सहायक नियन्त्रक (मु0)।

———————

शुद्धि–पत्र

दिनांक 30–1–2013 को प्रकाशित राजपत्र, हिमाचल प्रदेश (224–ई–गजट) की पृष्ठ संख्या 6559 से आरम्भ होनी थी लेकिन भूलवश वह 6569 से आरम्भ हो गई है। **अतः पृष्ठ संख्या 6559 से 6568 तक के दस पृष्ठों को रिक्त समझा जाए।**

हस्ताक्षरित / –
सहायक नियन्त्रक (मु0)।

नियन्त्रक, मुद्रण तथा लेखन सामग्री, हिमाचल प्रदेश, शिमला–5 द्वारा मुद्रित तथा प्रकाशित।