

Power and Duties of Officers

<u>Sl. No.</u>	<u>Officer</u>	<u>Responsibilities/Duties</u>	<u>Reporting</u>
1	Registrar General	As per Allahabad High Court Rules, 1952.	Hon'ble the Chief Justice.
2	Special Officer (Vigilance)	<p>1. Conducts all vigilance complaints against Judicial Officers and after conclusion of enquiry, submits the enquiry reports in sealed cover directly to Hon'ble the Chief Justice.</p> <p>2. The Special Officer (Vigilance) in the High Court after receiving the reports submitted by the Vigilance Officers in the district Judgeship, be authorized to:</p> <p>(i) Examine the reports alongwith material forming part of the proceedings before the Vigilance Officer in the district Judgeship, be authorized to.</p> <p>(ii) And put up his report alongwith all material and records as received from the Vigilance Officer in district Judgeship, before the Hon'ble Administrative Judge of the concerned Session Division for His Lordship's kind perusal and orders.</p> <p>(iii) And further action be taken in accordance with the orders/directions of the Hon'ble Administrative Judge concerned. Further, the complaints received here at Allahabad against the staff in the district judgeships may be ordered to sent to the District Vigilance Officer through District Judge concerned after placing the same before the Hon'ble Administrative Judge concerned for preliminary enquiry and report of the Vigilance Officer in district Judgeship to be submitted to the Special Officer Vigilance through the District Judge concerned.</p>	Hon'ble the Chief Justice.

Registrars

<u>Sl. No.</u>	<u>Officer</u>	<u>Responsibilities/Duties</u>	<u>Reporting</u>
1	Registrar (Confidential)	<p>1. Dealing with the representations made by the District Judge/ Additional District Sessions Judge against the adverse remarks recorded by District and Sessions Judge/Hon'ble Administrative Judge.</p> <p>2. Dealing with the representations made by the CJM/ACJM/Civil Judge (Senior Division) against the adverse remarks recorded by District and Sessions Judge/Hon'ble Administrative Judge.</p> <p>3. Dealing with the representations made by the JM/Civil Judge (Junior Division) against the adverse remarks recorded by District and Sessions Judge/Hon'ble Administrative Judge.</p> <p>4. Preparation of the matter relating to representations</p>	Hon'ble the Chief Justice/ Hon'ble Committees/ Hon'ble Administrative Judges/ Registrar General as the case may be

made against the Hon'ble Court/Administrative Judge for placing before Hon'ble Representation Committee.

5.Matters relating to Hon'ble Full Court Meeting.

6.Matters relating to Hon'ble Administrative Committee.

7.Matters regarding Enquiry against the Officers

(DJ/ADJ, Civil Judge (Senior Division) and Civil Judge

(Junior Division).

8.Representations of judicial officers against punishment, suspension and revocation of suspension.

9.Submission of report regarding pendency of departmental enquiry and punishment imposed on the judicial officer.

10.Grant of Selection Grade Pay Scale to the officers of U.P. H.J.S. and representations relating thereto.

11.Grant of Super Time Pay Scale to the Officers of U.P.H.J.S. and representations relating thereto.

12 Confirmation of the Officers of U.P. H.J.S and representations relating thereto.

13.Maintenance of Character Rolls of the Officers/Officials of the Establishment of the Court and dealing with the representations of the Officers/Officials against the adverse remarks.

14.Making of Summary of the Character rolls of the Officers/Officials of the Establishment of the Court.

15.Making Narrative in the matters regarding Writ filed by the officers/officials of the Establishment of the Court.

16.Receipt of letters and files relating to the Sections and making their entry in the concerning register before giving to the dealing officers/officials.

17.Dispatch of letters/circulars relating to confidential 'A', confidential 'B', confidential 'C' and the Registrar General office.

18.Matter of grant of First Increment to the Officers of Civil Judge (Junior Division) Cadre.(Summary of A.C.Rs. also prepared)

19.Matter of Confirmation of the Judicial officers of U.P. Nyayik Sewa. (Summary of A.C.Rs also prepared.)

20.Matter of grant of ACP Scale I to the officers of Civil Judge (Junior Division) Cadre.(Summary of A.C.Rs. also prepared)

21.Matter of grant of ACP Scale II to the officers of Civil Judge (Junior Division) Cadre.(Summary of A.C.Rs. also prepared)

22.Matter of grant of ACP Scale I to the officers of Civil Judge (Senior Division) Cadre.(Summary of A.C.Rs. also prepared)

23.Matter of grant of ACP Scale II to the

officers of Civil Judge (Senior Division) Cadre.(Summary of A.C.Rs. also prepared)

24.Matter of preparation of the Brief facts/narrative to the Writ Petitions filed by the Judicial Officers against suspension order, dismissal, Removal, Termination, adverse entries, compulsory retirement etc. before Hon'ble High Court and Hon'ble Supreme Court of India.

25.Matter regarding quantum of work prescribed by the Court of the Judicial Officers of subordinate Judiciary.

26.Matter of compulsory retirement of the Judicial Officers.

27.Matter of screening of the Judicial Officers under Rule 56(C) of the Fundamental Rules. (Summary of Complete A.C.Rs. also prepared)

28.Matter of appointment of Judicial officers on Deputation basis in various departments of State Government/Central Government.

29.Matter of appointment of retired Judicial officers in various Labour Court in U.P./Central Govt. Industrial Tribunals/Labour Courts.

30.Matter of forwarding of applications of Judicial officers received in response to the advertisement for various posts/departments in Central Government.

31.Maintenance of Character Rolls of All Judicial Officers of subordinate Courts to the Hon'ble High Court.

32.To call for Annual Confidential Remarks from all the subordinate Courts and also call for Annual Confidential Remarks of Judicial officers who are posted on deputation basis in various departments.

33.To Place Annual Confidential Remarks and Self Assessment Forms with a Statement Form of all the judicial officers before the concerned Hon'ble Administrative Judges for recording Annual Courts Remarks.

34.Maintenance of duplicate character Roll of all Judicial Officers.

35.To communicate Adverse Remark to the officer concerned through the District Judge and also to communicate the Adverse Remarks to the Officers through their Head of Departments where the officers are posted on deputation basis.

36.To place the Character Rolls and other connected files to the officers whose matters are placed before the Hon'ble Administrative Committee meeting and Hon'ble Full Court Meeting for consideration.

37.To provide certified copies of Annual Confidential Remarks of Judicial Officers who opted for on deputation posts, to the

		<p>sections concerned at their demand.</p> <p>38.To provide the Dossiers of the Offices (working/retired) to the departments where working/retired officers apply for re-employment.</p> <p>39.To provide summary of Character Rolls of the officers for their promotion.</p> <p>40.To provide the summary of Character Rolls and other important papers/document for the time of elevation of the officers.</p> <p>41.To provide information required by C.P.I.O., High Court, Allahabad time to time.</p> <p>42.To provide the summary of the Character Rolls for Super Time Scale and selection grade at the time of consideration of the officer.</p> <p>43.Supervise the work of issuance of cheques in the matter decided in Mediation Center.</p>	
2	Registrar (Budget)	<p>1.Allocation of Budget to subordinate courts of state.</p> <p>2.To deal with matter related to expenditure of High Court.</p> <p>3.To deal all type of leave matters (Earned leave, Medical leave etc.) of Judicial Officers.</p> <p>4.To deal pension matter of Judicial Officers.</p> <p>5.To deal all type of G.P.F. and Personal Pay of Judicial Officers.</p> <p>6.To deal all type of permission for purchase/sell of movable and immovable properties, examination and visit matters.</p> <p>7.To deal matters relating to property statement of Judicial Officers.</p> <p>8.To deal audit reports of Civil Courts, submitted to A.G. U.P Allahabad.</p> <p>9.To deal auction of shops of Civil Courts.</p>	Hon'ble Committee/ Registrar General as the case may be
4	Registrar (Selection & Appointment)	<p>1.Direct recruitment from amongst the member of Bar.</p> <p>2.Limited competitive examination from amongst eligible members of the cadre of Civil Judge (Senior Division) not having less than five years of qualifying service.</p> <p>3.Promotion of Officers of the cadre of Civil Judge (Senior Division) on the basis of suitability test.</p> <p>4.Promotion of Officers to the post of Civil Judge (Senior Division) from amongst the Officers of Civil Judge (Junior Division).</p>	Hon'ble Committee/ Registrar General as the case may be
5	Registrar (Nazarat)	Look after the Hon'ble High Court building and also to supervise the work of Deputy Registrar(Nazarat).	Hon'ble the Chief Justice & Ld. Registrar General as case may be .
6	Registrar (Judicial)	1.To assist in functioning of Hon'ble Court and to ensure that no inconvenience is caused to Hon'ble Courts.	Hon'ble the Chief Justice / Ld. Registrar

		<p>2.To ensure compliance of various directions issued by this Hon'ble Court as well as Hon'ble Supreme Court.</p> <p>3.To ensure inter-section coordination amongst different sections of Judicial side.</p> <p>4.To act on the complaints given in respect of any employee/section of the Judicial side.</p> <p>5. To submit reports to Hon'ble Courts and Registrar General</p> <p>6.To give orders/directions to the subordinate staff in order to ensure smooth working of the Judicial Department.</p> <p>7.Supervise the work of Deputy Registrar(Judicial).</p>	General as case may be.
7	Registrar (Criminal)	<p>1.Every petition of appeal or application for revision or other application in a criminal matter, is presented before the Stamp Reporter(Criminal) for making necessary report regarding sufficiency of Court Fee, Limitation etc., and thereafter the matter is filed.</p> <p>2.Notices are issued on direction of Hon'ble Court.</p> <p>3.Free legal aid is provided to indigent accused.</p> <p>4.Dealing with petition of appeals or applications for revision received from jail, and listing then before Hon'ble Courts</p> <p>5.Preparation of paper books</p> <p>6.Issue of certified copy of Judgments/Orders after decision.</p> <p>7.Issue of bail order and their counter signature.</p> <p>8.To ensure that no inconvenience is caused to Hon'ble Courts.</p> <p>9.Ensuring compliance of various directions issued by this Hon'ble Court as well as Hon'ble Supreme Court.</p> <p>10.Ensuring inter- section coordination between different sections of criminal departments.</p> <p>11.conducting inquiries into various sorts of complaint against the officials of criminal department.</p> <p>12.Submission of reports of Hon'ble Courts, Registrar General.</p>	Hon'ble the Chief Justice / Ld. Registrar General as case may be.
	Registrar (Admin. (E-I, E-II, E-III, Admin-F & Examination Cell))	<p>1.To manage functioning in the work of Admin. E-I, E-II, E-III, Admin.-F & Exam. Cell.</p> <p>2.All the files and letters relating to aforesaid Sections are routed Registrar for obtaining orders or approval or any directions in the matters.</p> <p>3.Functions as presiding officer in committees of Hon'ble Judges.</p> <p>To monitor and supervise work the following work:</p>	Registrar General / Hon'ble Committee as case may be.

Admin E-I, E-II & E-III

- 1.Preparation of list of Oath Commissioner for High Court.
- 2.Preparation of calender of High Court and subordinate courts.
- 3.Declaration of Holidays under Negotiable Act etc.
- 4.Maintenance of casual leaves of Section Officers of Allahabad High Court.
- 5.Leave matters relating to Hon'ble Judges of Allahabad High Court and Lucknow Bench excluding casual leaves.
- 6.Matter related appointment of Hon'ble Judges in Tribunal and Commissions.
- 7.Matter relating to Judges inquiry Bill.
- 8.All types of leaves of Gazetted Officers of Class I and Class II of Allahabad High Court including Lucknow Bench.
- 9.Statement of Hindi Judgment delivered by Hon'ble Judges of this Court.
- 10.Preparation of data's and statical figures of cases of Hon'ble High Court and also subordinate courts relating to monthly, quarterly and annually statement.
- 11.Casual absence of Hon'ble Judges of this Court.
- 12.Preparation of replies of starred and unstarred question of Lok Sabha, Rajya Sabha, Vidhan Sabha and Vidhan Parishad etc.
- 13.Out turn statement of Judicial work.
- 14.Letters regarding taking oath of Hon'ble Chief Justice and other Judges of the Court sent to Law Ministry and other concerning department.

Admin F

- 1.Matters relating to Stamp Vendor/Varandah Typist.
- 2.Complaints against Advocates.
- 3.Matter relating to Amicus Curiae, A.F.R.
- 4.Reference/condolence of Hon'ble Judges and Advocates.
- 5.Matter relating to nomination of Hon'ble Judge for Administrative Committee and also Administrative Judge.
- 6.Matter relating to Arbitrators and I.L.R.
- 7.Services of summons, warrants/ notices received from other States.
- 8.Transfer of records from this State to other States.
- 9.Services and Judicial process to out of State.
- 10.Yearly files relating to national holidays etc.
- 11.Advertisement of vacancies of other State relating to PCS J. Examination of other State on receipt of information from there.
- 12.Typing and Examination of letters of all

the Administrative department i.e. Admin. A-1,A-2,A-3,A-4,D and E-1.
13.Bar Council's election.
14.Vacation file of the staff of the Court.

Examination Cell:

- 1.Inviting Application Form from the Candidates.
- 2.Receiving of Application Forms.
- 3.Sorting of Application Forms.
- 4.Entry of relevant details of the Application Forms in a Register.
- 5.Allotment of Control Number to the Application Forms.
- 6.Detachment of Demand Draft from the Application Forms.
- 7.Entry of relevant details of the Demand Draft in a Register.
- 8.Forwarding of Demand Drafts to the Bank through the Cash Section or High Court for credit of amount.
- 9.Entry of relevant details of the Application Form in Computer.
- 10.Allotment of Roll Number to the Candidates.
- 11.Arranging Examination Centers for conduct of Examination.
- 12.Preparation of Duty-Chart for deputation Officers & Officials of the High Court/District Judgeship for the conduct of Examination.
- 13.Receiving of Question Booklets & Answer Booklets pertaining to the Examination.
- 14.Preparation of separate bunches (in form of Sealed Envelope) containing Question Booklets and Answer Booklets Examination Center wise and Room wise.
- 15.Sending of Admit Cards to the eligible Candidates.
- 16.Issuance of Duplicate Admit Cards to the Candidates not in receipt of the same.
- 17.Handing over of the Examination material to the deputed Officer/Official of the High Court/Lower Court for conduct of Examination.
- 18.Conduct of Written Examination.
- 19.Receiving back of the Answer Booklets and other Examination material after completion of the Examination.
- 20.Arrangement of safe custody of the Answer Booklets in the Strong Room.
- 21.Coding Work of Answer Booklets.
- 22.Evaluation work of Answer Booklets.
- 23.Conduct of Proficiency Examination (Computer Test, Type Test, Short-hand Test) in respect of Candidates qualified in Written Examination.
- 24.Compilation of Final Result.
- 25.Declaration of Final Result.
- 26.Handing over of all the Application

	Forms of finally selected Candidates to the Establishment Section for issuance of Appointment Letters. Preparation of Para-wise Comments/Reply in respect of Writ Petitions/Affidavits filed in the Hon'ble Courts and Application filed under Right to Information Act, 2005 regarding matters pertaining to the Examination Cell.	
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O.S.D. (Officer on Special Duty)

Sl. No.	Officer	Responsibilities/Duties	Reporting
1.	O.S.D. (Infrastructure - High Court)	1. Work related to construction of residential and non-residential buildings of Allahabad High Court acquisition/resumption of land for the said purpose and other miscellaneous works related thereto, which are assigned by the Hon'ble Building Committee comprising three Hon'ble Judges of this Court.	Registrar General / Hon'ble Committee
2	O.S.D. (Infrastructure - Sub-ordinate Courts)	To supervise, present and monitor in the following matters: 1. Construction of Residential buildings in Sub-ordinate Courts; 2. Construction of Non- Residential buildings at Sub-ordinate Courts; 3. Acquisition of land for Residential & Non-residential buildings at Sub-ordinate Courts; 4. Allotment land for construction of Bar/Advocate Chambers in the Sub-ordinate Courts; 5. Permission for construction of Bar/Advocate Chambers in the Sub-ordinate Courts; 6. Maintenance and Repair Under the Head "29-Maintenance" of residential and non-residential buildings at Civil Courts; 7. Minor Construction under the Head "25-Minor Construction" of residential and non-residential buildings of Sub-ordinate Courts; 8. Special repair of residential and non-residential buildings at Sub-ordinate Courts; 9. Construction of Sulabh Sauchalaya in the Sub-ordinate Courts; 10. Construction of other infrastructural facilities i.e. boundary walls, over head tanks, litigant shed, parking shed, canteen, water supply etc. in the Sub-ordinate Courts; 11. Installation of Fire Fighting system in the Sub-ordinate Courts; 12. Compliance of the order of the Hon'ble Apex Court related to infrastructure at Sub-ordinate Courts; 13. Compliance of Minutes of the meeting chaired by Hon'ble the Chief Justice in the matter of Infrastructure of the Sub-ordinate	Hon'ble The Chief Justice, Hon'ble the Chairman Infrastructure Committee, Hon'ble the Portfolio Judge, Infrastructure, Hon'ble Administrative Judges & Ld. Registrar General as the case may be.

		<p>Courts;</p> <p>14.Compliance of Minutes of the meeting chaired by Hon'ble the Chairman, Infrastructure Committee;</p> <p>15.Compliance of Minutes of the meeting held at the Government level related to infrastructure at Sub-ordinate Courts;</p> <p>16.Monitoring of the construction/repair work going on in the Sub-ordinate Courts and periodical checking of material used in the building of Sub-ordinate Judiciary;</p> <p>17.Permission of Hon'ble Court for taking possession of newly constructed buildings in the Sub-ordinate Courts by the District Judges;</p> <p>18.All correspondence related to infrastructure of Sub-ordinate Courts;</p> <p>19.Implementing the recommendations of the 13th Finance Commission related to infrastructure of the Sub-ordinate Courts;</p> <p>20.Infrastructure matter coming under Centrally Sponsored Scheme;</p> <p>21.To issue allotment letters after approval of Hon'ble the Chief Justice.</p>	
3	O.S.D.(Computers)	<p>1.Supervision of the entire computer related development in the High Court and District Courts of U.P.</p> <p>2.In-charge of Fresh Filing in the High Court.</p> <p>3.in-charge of Computerized Copying section in the High Court.</p> <p>4.Look after the contempt proceedings moved from the District Courts.</p> <p>5.Inspection of various purchases/construction works done by the various agencies in the High Court if assigned by the Registrar General.</p> <p>6.To look after the Classification work.</p>	Hon'ble Committee/Ld. Registrar General as case may be.
4	O.S.D.(Enquiries)	<p>1.Presenting officer in Departmental Inquiries.</p> <p>2.To conduct the inquiries entrusted by the Registrar General.</p>	Ld. Registrar General/Hon'ble Committee as the case may be.
5	O.S.D. (Litigation)	<p>1.Looks after the work of Litigation Cell dealing with the petitions/appeals filed by serving or retired Judicial Officers, officers and officials in the establishment of the Allahabad High Court, subordinate courts of Uttar Pradesh and retired Hon'ble Judges before the Hon'ble Supreme Court of India, Hon'ble High Court, Allahabad, in which the High Court of Judicature at Allahabad or the District Judges, Subordinate Courts of Uttar Pradesh is contesting party.</p> <p>2.in-charge of P.I.L. cell of the Hon'ble High Court, Allahabad.</p> <p>3.Deals with all types of letter petitions by ensuring the preparation of a note on the point of its maintainability as PIL in light of guidelines issued by Hon'ble Supreme Court from time to time.</p> <p>4.To place the P.I.L. before the appropriate</p>	Ld. Registrar General/Hon'ble Chairman (P.I.L.)

	bench after the approval of Hon'ble the Chairman(P.I.L.)	
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Joint Registrars

Sl. No.	Officer	Responsibilities/Duties	Reporting
1.	Joint Registrar (Listing)	1.To decide objection against Court Fee as Taxing Officer. 2.To placing daily position of sitting & no-sitting of the Hon'ble Judges and get implemented the orders which Hon'ble the Chief Justice may be pleased to pass from time to time.	Ld. Registrar General
2.	Joint Registrar (Protocol)	1.Security of Hon'ble High Court and Hon'ble Judges. 2.Tour program of Hon'ble Supreme Court Judges, Hon'ble Judges of this Court and Hon'ble Judges of other High Courts. 3.Allotment of Judges Bungalow/ Judicial Officers Residences/ Chauphataka Colony/ Class IV Employees Colony/ Advocates Chambers. 4.Printing of Diary/ Directory/ Calenders and Identity Cards. Arrangement of oath taking ceremony of Hon'ble the Chief Justice and Hon'ble Judges. 5.Railway reservation for Hon'ble Judges, Family and Officers. 6.Issuance of Entry Passes. 7.Look after the mobile facilities for Hon'ble Judges as well as Officers of the Registry. 8.Other miscellaneous work allotted by Hon'ble the Chief Justice, Hon'ble Judges and Officer of this Court.	Ld. Registrar General / Registrar / Hon'ble Committee as the case may be.
3.	Joint Registrar (Admin)	<p style="text-align: center;">Admin. A-2</p> 1.To deal the leave files, leave encashment, L.P.A., L.W.P. of all the judicial officer of Uttar Pradesh. 2.To deal the files of station leave permission of District Judges and summer proposal of the judicial officers & matters relating to sports meet of the judicial officers. <p style="text-align: center;">Admin. E-I, E-II & E-III</p> 1.Preparation of list of Oath Commissioner for High Court. 2.Preparation of calender of High Court and subordinate courts. 3.Declaration of Holidays under Negotiable	Ld. Registrar General/ Registrar as case may be.

Act etc.

4.Maintenance of casual leaves of Section Officers of Allahabad High Court.

5.Leave matters relating to Hon'ble Judges of Allahabad High Court and Lucknow Bench excluding casual leaves.

6.Matter related appointment of Hon'ble Judges in Tribunal and Commissions.

7.Matter relating to Judges inquiry Bill.

8.All types of leaves of Gazetted Officers of Class I and Class II of Allahabad High Court including Lucknow Bench.

9.Statement of Hindi Judgment delivered by Hon'ble Judges of this Court.

10.Preparation of data's and statical figures of cases of Hon'ble High Court and also subordinate courts relating to monthly, quarterly and annually statement.

11.Casual absence of Hon'ble Judges of this Court.

12.Preparation of replies of starred and unstarred question of Lok Sabha, Rajya Sabha, Vidhan Sabha and Vidhan Parishad etc.

13.Out turn statement of Judicial work.

14.Letters regarding taking oath of Hon'ble Chief Justice and other Judges of the Court sent to Law Ministry and other concerning department.

Admin. F

1.Matters relating to Stamp Vendor/Varandah Typist.

2.Complaints against Advocates.

3.Matter relating to Amicus Curiae, A.F.R.

4.Reference/condolence of Hon'ble Judges and Advocates.

5.Matter relating to nomination of Hon'ble Judge for Administrative Committee and also Administrative Judge.

6.Matter relating to Arbitrators and I.L.R.

7.Services of summons, warrants/ notices received from other States.

8.Transfer of records from this State to other States.

9.Services and Judicial process to out of State.

10.Yearly files relating to national holidays etc.

11.Advertisement of vacancies of other State relating to PCS J. Examination of other State on receipt of information from there.

12.Typing and Examination of letters of all the Administrative department i.e. Admin. A-1,A-2,A-3,A-4,D and E-1.

13.Bar Council's election.

14.Vacation file of the staff of the Court.

Admin.-H

1.To make entry of letters relating to entire non-judicial matters, classification, serialization thereof in registers.

		<p>2.Maintenance and preservation of files relating to judicial officers and subordinate court's matters.</p> <p>3.Custodial files of Hon'ble Judges, appointment, their leaves, Civil Judge (Junior Division) recruitment, Chief Justice Conference and Administrative Conference and other administrative files.</p> <p>4.Receipt and dispatch of letters pertaining to administrative section.</p> <p>5.Maintenance, preservation of files relating to matters of subordinate court employees.</p> <p>6.To deal with inspection note of Hon'ble Judges and District Judges.</p> <p>7.Maintenance and preservation of matters relating to Lok Adalat, Contempt of Court and Morning Court.</p> <p>8.Maintenance and preservation of leave and personal files of Gazetted Officers including peon vacation, dress allowance and P.I.L.</p> <p>9.Maintenance and preservation of matters relating to Advocate Clerks, compliant against advocates, strikes etc.</p> <p style="text-align: center;">Central Dak Section</p> <p>1.To control, monitor and direct the work of Central Dak Section.</p> <p style="padding-left: 40px;">Work of preparation of the statements of Civil and Criminal Cases of subordinate courts maintained by F.T.C. Section.</p>	
4	Joint Registrar (Selection & Appointment)	<p>1.To ensure completion of work in respect of recruitment/selection and promotion within time schedule.</p> <p>2.Supervises the work of Deputy Registrar (S&A).</p>	Registrar (S&A)
5	Joint Registrar (Services)	Supervising the work of Deputy Registrar (services).	Ld. Registrar General / Registrar / Hon'ble Committee.
6	Joint Registrar (Establishment)	<p>1.All matters regarding Appointment, Promotion, Confirmation and Transfer of Class-I to Class-III employees of the High Court.</p> <p>2.All matters pertaining to re-organization of the offices of the Court.</p> <p>3.All matters pertaining to amendment in the Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976, The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001, The Allahabad High Court Bench Secretaries (Conditions of Service) Rules, 2005, The Allahabad High Court Computer Cadre Service Rules 2010 and The Allahabad High Court Staff Car Drivers (Conditions of Service and Conduct) Rules, 2000.</p> <p>4.Matters regarding creation / up-gradation /</p>	Hon'ble the Chief Justice/Hon'ble the Committee/Ld. Registrar General.

abolition of posts of General Office cadre , Private Secretary cadre, Bench Secretary cadre and Computer cadre in the Establishment of this Court.

5.Preparing and sending Budget literature (regarding all the posts in High Court, Allahabad & Lucknow Bench) to the State Government.

6.Matters relating to litigation in service matters of High Court Staff and Departmental Proceedings.

7.Dealing with the representation of the High Court staff regarding confirmation/ promotion / seniority / punishment / addition of qualification.

8.Maintenance of the Gradation list of the High Court staff.

9.All references/ representations made by High Court Ministerial Officers Association.

10.To present before Hon'ble Redressal Committee, matters pertaining to the Grievances of the staff of the Court.

11.Advertisement of posts according to the rules given in the Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976 and The Allahabad High Court Computer Cadre Service Rules 2010.

12.Matter regarding permission to the members of staff of the Court for purchase / sale of movable / immovable properties, Joining of classes, appearing in Academic examinations, interviews, publication of books, participation in T.V. / Radio shows etc.

13.Matters regarding grant of permission to appear in competitive examinations, grant of NOC and forwarding of application forms.

14.Matters related to regular Driver Cadre and regular Class-IV employees.

15.Permission to all Class-I, II & III Officers / Officials to join their duties after availing leave of any kind (excluding Casual Leave).

16.Supervision of all the work of Examination Cell (recruitment on Class-III Posts) in absence of Registrar (Examination).

17.Nominated as Central Public Information Officer under Right to Information Act, 2005 read with Allahabad High Court (Right to Information) Rules, 2006 in the absence of Registrar (Establishment).

18.Any other work assigned by the Registrar General.

Deputy Registrars

Sl. No.	Officer	Responsibilities/Duties	Reporting
1.	Deputy Registrar (Copying)	1.Preparation and issuance of Certified copies of Judicial and Criminal cases.	Registrar (Judicial).
2.	Deputy Registrar (Judicial)	1.All works connected with all kinds of Civil Cases including Writ Petition and Habeas Corpus Petition. 2.Supervision over preparation of decrees. 3.Adjournment applications of Advocates. 4.Submission of statements relating to Institution and disposal of cases in this Hon'ble High Court. 5.Any other work assigned by the Registrar General.	Registrar General/Registrar (Judicial)
3.	Deputy Registrar (Nazarat)	1.To provide peons, jamadar and other class IV staff to Hon'ble the Chief Justice, Hon'ble Judges, Registry of the High Court, V.I.P. and Section of the Court. 2.To prepare attendance sheet of daily labourers and Sewak of Hon'ble Judges for the purpose of salary. 3.To purchase and provide furniture and furnishing items to Hon'ble the Chief Justice, Hon'ble the Judges, Registry of the High Court and Sections of the Court, maintenance of the said items as well. 4.To purchase and provide electrical and electronics items to Hon'ble the Chief Justice, Hon'ble Judges at chamber and residence, Registry and Section of the Court, maintenance of the said items as well. 5.To provide other official miscellaneous items time to time to Hon'ble Judges in the chamber and registry of the High Court. 6.Arrangement of Magh Mela camp at Sangam for Hon'ble Judges/ Hon'ble Guest Judges and Retired Judges. 7.Arrangement of all National Festivals. 8.Arrangement of Oath Ceremony of Hon'ble the Chief Justice and Hon'ble Judges and other occasion. 9.All kind of maintenance of High Court buildings and correspondence of new constructions with P.W.D. and other agencies. 10.Maintenance of Hon'ble Judges bungalow. 11.Cleaning work of High Court premises and Hon'ble Judges bungalows. 12.Maintenance of garden of High Court premises and Hon'ble Judges Bungalows. 13.Maintenance of all Guest Houses and Hon'ble Judges Cultural and Research Club, High Court Residential Complex and colony of class IV employees of High Court. 14.Performing all other miscellaneous work assigned by Hon'ble the Chief Justice,	Hon'ble the Chief Justice/Hon'ble Committee/Ld. Registrar General.

		Hon'ble Judges, Hon'ble Committees, Learned Registrar General and Registrars time to time.	
4.	Deputy Registrar (Litigation)	1.Supervision of entire work of the Litigation Cell. 2.To make compliance of Hon'ble Court's Order 3.Verification of bills submitted by the Ld. Special Counsels of Hon'ble High Court. 4.Management of pending and decided files. 5.In-charge of criminal cases(monitored by litigation cell) filed or pending in subordinate court on the direction of this Hon'ble court on its Judicial/Administrative side.	O.S.D(Litigation)
5	Deputy Registrar (Services)	1.Supervises all the matters related to Judicial officers of the subordinate Judiciary under the control of Hon'ble High Court. 2.Assisting Joint Registrar (Services) in Supervising the matters related to Judicial officers of the subordinate judiciary under the control of Hon'ble High Court i.e, their Transfer, posting, representation, grievances in respect of their transfer and posting, furnishing the required documents for determination of seniority, shifting of courts and any miscellaneous issues raised by officers of the subordinate judiciary. 1.General information, posting details, service details etc., about judicial officers of the sub ordinate judiciary are kept on records and made available on the official website of Hon'ble the High Court which gets updated day to day under the guidance/supervision of D.R(services). 2.Nomination, exemption and related communications for conferences, workshops, seminars of Hon'ble Judges of the Court. 3.Nomination, exemption and related communications for conferences, workshops, seminars and training of the officers of the subordinate judiciary.	Joint Registrar (Services)
6	Deputy Registrar (Examination)	1.To monitor and supervise about the functioning in Examination Cell. 2.To assist Registrar/Joint Registrar in the work assigned to them.	Registrar/ Joint Registrar (Establishment) as the case may be
7	Deputy Registrar (Admin.)	Assists Joint Registrar (Admin.) & Registrar (Admin.) in the work assigned to them.	Ld. Registrar General/ concerned Registrar/ J.R.(Admin) as the case may be.
8	Deputy Registrar (Establishment)	Assists Joint Registrar (Establishment) in following matters: 1.All matters regarding promotion , Confirmation, appointment , transfer of	Joint Registrar (Establishment)

		<p>Class-I to Class-III employees of the High Court.</p> <p>2.All matters pertaining to re-organization of the offices of the Court.</p> <p>3.All matters pertaining to amendment in the Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976, The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001, The Allahabad High Court Bench Secretaries (Conditions of Service) Rules, 2005 and The Allahabad High Court Computer Cadre Service Rules 2010.</p> <p>4.Matters of creation / up-gradation / abolishment of posts of General Office cadre , Private Secretary cadre, Bench Secretary cadre and Computer cadre on the Establishment of this Court.</p> <p>5.Preparing and sending Budget literature (regarding all the posts in High Court, Allahabad & Lucknow Bench) to the State Government.</p> <p>6.Matters relating to litigation in service matters of High Court, Staff and Departmental Proceedings.</p> <p>7.Dealing with the representation of the Class-I to Class-III staff of this Court regarding confirmation/ promotion / seniority / punishment / addition of qualification.</p> <p>8.Maintenance of the Gradation list of the Class-I to III staff of this Court.</p> <p>9.All references/ representations made by High Court Ministerial Officers Association.</p> <p>10.To present before Hon'ble Redressal Committee, matters pertaining to the Grievances of the staff of the Court.</p> <p>11.Advertisement of posts according to the rules given in the Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976 and The Allahabad High Court Computer Cadre Service Rules 2010.</p> <p>12.Matter regarding addition of qualification in service records, permission to the members of staff of the Court for publication of books and for participation in T.V. / Radio shows etc.</p> <p>13.In absence of the Joint Registrar (Establishment) the Deputy Registrar (Establishment) also grants permission to all Class-I, II & III Officers / Officials to join their duties after availing leave of any kind (excluding Casual Leave).</p> <p>14.Any other work assigned by the Registrar General / Registrar.</p>	
9	Deputy Registrars (Budget)	1.Retention and vacation of official residences by the Judicial Officers of the	Joint Registrar (Budget)

sub-ordinate courts.

2.Realization of amounts of rent/penal rent, Electricity Bill and Telephone charges of the residences, occupied by the officers/officials.

3.Permanent Advance relating to sub-ordinate courts.

4.Auction of shops, places, canteen, cycle stand etc. and cutting and auction of trees and crops situated in civil court premises and other misc. works.

5.Income from courts compound.

6.Make correspondence with the Government Printing Press, U.P. pertaining to supply of necessary forms/stationery to sub-ordinate courts.

7.Matter relating to repairing and condemnation of Government Vehicles and moving the Government for its replacement and all relating correspondence with Government/ sub-ordinate courts , allocation of fund for purchase of fuel for Government Vehicles.

8.Receiving of letters from the Office of learned Registrar (Budget), Central Dak Cell and through Couriers of sub-ordinate courts and receiving of files concerned with all the Sections of Admin. Budget and sending all files to the Chamber of learned Registrar (Budget).

9.Dispatch of letters related to all the Sections of Admin. Budget and send the same through Registered or Speed Post.

10.All matters relating to Morning/Evening courts/Court Manager under 13th Finance Commission.

11.Allocation of Budget pertaining to the preliminary units 12-Office Furniture & Equipments and 49-Medical Expenses relating to sub-ordinate courts.

12.Revalidation of amount of time barred cheque / Bank drafts etc..

13.Installation of independent feeder for uninterrupted power supply in sub-ordinate Courts.

14.All matters relating to Reconciliation of figure of expenditure/income (0070) submitted by the sub-ordinate Courts in prescribed proforma BM-8 with the figures so booked and maintained in the Office of A.G., U.P.

15.All correspondence with Government, A.G., U.P. and sub-ordinate courts related to reconciliation work.

16.Preparation of Budget Estimate relating to Sub-ordinate Courts for its onward transmission to Government and AGUP.

17.Preparation of final excess-saving statement for its onward transmission to Government and AGUP.

18.Other Miscellaneous works/letters.

19.Allotment of annual budget to the Sub-

		<p>Ordinate Courts received from Govt. and transfer of fund to the Librarian, High Court, Allahabad, for purchase of Law Books for Subordinate Courts.</p> <p>20.Allotment of additional grant against the demands of District Judges received from time to time.</p> <p>21.Preparation of charts of Transfer/ Training T.A. and medical reimbursement of the Judicial Officers and other Staff of the Sub-Ordinate Courts.</p> <p>22.Preparation of B.M.-13 relating to Sub-Ordinate Courts.</p> <p>23.Preparation of Supplementary grant/re-appropriation of grant at Government level.</p> <p>24.Compilation of the surrender amounts, received from the District Judges .</p> <p>25.All matters relating to loss of records of sub-ordinate courts as well as applications received from the applicants in the matter of embezzlement etc.</p> <p>26.Audit reports/objection of sub-ordinate court received from A.G., U.P. and submission of compliance report received from sub-ordinate courts.</p> <p>27.Distribution of Affidavits coupons to all the sub-ordinate court, maintaining of accounts/Bank Draft in the High Court treasury so received from the sub-ordinate court on the sale of affidavit coupons .</p> <p>28.Matter related to Heritage court buildings in the sub-ordinate courts under 13th Finance Commission.</p> <p>29.Matter relating to according permission to the District Judges of the sub-ordinate courts for purchasing of Generator/FAX/ Photo state Machines out of existing balance amount in Income from supply of copies from electro-photocopier machine/Deposition Fund/Examination Fund.</p>	
10	Deputy Registrars (Selection & Appointment)	To supervise groups/sub sections and to ensure that the work of recruitment, selection and promotion for the posts mentioned in the duties of Registrar (Selection & Appointment) within the time schedule.	Joint Registrar (Selection & Appointment)
11	Deputy Registrar (Staff Car)	<p>1.To send all types of bills to Accounts Department for its payment along with work orders after satisfactory report about work done.</p> <p>2.To collect the report about work and conduct of the Drivers.</p> <p>3.To ensure the entries about leave in their service books.</p> <p>4.To look after the work of washing seat covers and curtains of the Staff Car.</p> <p>5.To arrange staff cars and drivers in pool.</p> <p>6.To approve staff cars and posting of the drivers for V.I.P. duties ad against requisition thereof.</p>	Ld. Registrar General/Registrar/ Joint Registrar as the case may be.

		<p>7.To provide drivers as and when required by Hon'ble Judges.</p> <p>8.To receive the Judges petrol certificate and sent it for payment after getting the orders competent authority.</p>	
12	Deputy Registrar(Map & Museum)	<p>1.Supervision of the work of entire section.</p> <p>2.To certify the maps prepared in Civil cases on the application of parties.</p> <p>3.To look after overall maintenance and upkeep of the section and reporting to higher authorities in the matters requiring their orders.</p>	Ld. Registrar General/Registrar/Joint Registrar as the case may be.
13	Deputy Registrar (Admin.-H)	<p>1.Supervision, maintenance and keeping of the administrative records.</p> <p>2.To supervise overall receiving, classification, serialization and submission of Administrative letters.</p> <p>3.To supervise the dispatch and delivery of letters/files.</p> <p>4.Any other work assigned by the Registrar General.</p>	Ld. Registrar General/Registrar/Joint Registrar as the case may be.
14	Deputy Registrar (Pending Record Room)	<p>1.To supervise the receiving maintaining and forwarding the lower court record to the concerned section.</p> <p>2.To examine the lower court record and submission of record related to the same.</p> <p>3.To forward the enquiry and inspection application related to various records by Advocates.</p> <p>4.To look after the inspection of records related to pending record room and other sections by the Advocates.</p> <p>5.Sending the lower court records related to Special Appeal, F.A.F.O. and Civil Revision to copying section for issue of certified copy of the documents whenever requisition is made.</p>	Ld. Registrar General/Registrar/Joint Registrar as the case may be.

Assistant Registrars

Sl. No.	Officer	Responsibilities/Duties	Reporting
1	Assistant Registrars of different sections of High Court	<p>1.Ensure punctuality of Officers/officials working under them.</p> <p>2.Timely compliance of all orders.</p> <p>3.Ensure timely compliance of various correspondence to and from sections.</p> <p>4.Transmission of High Court's records to the Registry of Hon'ble Supreme Court as per directions (for officers performing work in judicial and criminal side).</p> <p>5.Summoning of lower court records if so directed by the Hon'ble Court or required for disposal of the case (for officers performing work in judicial and criminal side).</p> <p>6.Timely disposal of pending requisitions/folios (for officers performing work in judicial and criminal side)</p>	Deputy Registrars/Joint Registrars of concerned sections.

	<p>7.To put counter signature on certified bail order/orders as the case may be (for officers performing work in criminal side)</p> <p>8.To monitor and control the assigned section for smooth functioning of work under the direction of the superior officers.</p> <p>9.To help the Section Officers working under their control and perform their duties in their absence.</p> <p>10.The A.Rs posted in Accounts/Administrative Sections of this Hon'ble Court will ensure that all the files/letters/applications/documents received in their sections are timely submitted before Hon'ble Committees/Hon'ble Judges/ higher authorities for further orders within time.</p> <p>11.Any others work assigned by Senior Officers.</p>	
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Section Officers

Sl. No.	Officer	Responsibilities/Duties	Reporting
1	Section Officers of different sections of High Court	Supervision and Control of the concerned Section. Allotment of work to the assistants as per requirement and any other work assigned by the Superior Officer.	Assistant Registrars/ Deputy Registrars of the concerned section.

Private Secretaries

Sl. No.	Officer	Responsibilities/Duties	Reporting
1	Registrar cum Head Private Secretary	1.Maintains duty chart and leave records of pool staff as well as the personal staff (P.As. & P.Ss. Grade I to IV) attached to the Secretariats of the Hon'ble Judges in addition to the correspondence, in the form of query, information or direction made by the Hon'ble High Court from time to time for its reply, knowledge and compliance.	Hon'ble Judges
2	Private Secretaries	1.Private Secretaries attached to the Secretariats of the Hon'ble Judges are directly under the control of Hon'ble Judges with whom they are attached.	Hon'ble Judges

Personal Assistants

Sl. No.	Officer	Responsibilities/Duties	Reporting
1	Personal Assistants to Judges.	1.Personal Assistant act as Judgment clerk of the Judges.	Hon'ble Judges.

Bench Secretaries

Sl. No.	Officer	Responsibilities/Duties	Reporting
1	Principal Bench Secretary/Head Bench Secretary & Secretary (Sr. Grade)	<p>1.The Principal Bench Secretary with the help of B.S. (Sr. Grade) deposes B.S. in different courts keeping in view the jurisdiction assigned to different court as shown in the cause list.</p> <p>2.They inspect every court to ensure smooth functioning.</p> <p>3.Submit statement in respect of disposal of hearing cases, old cases and fresh cases by different court daily in the evening on the basis of information furnished by the B.S. of concern court to JR. (Listing) for being placed before Hon'ble the Chief Justice.</p> <p>4.All supervisory work related to B.S. is discharged by the Pr. B.S. as well as B.S. (Sr. Grade).</p> <p>5.Head B.S. & B.S. (Sr. Grade) makes arrangement in the morning on account of transfer of Jurisdiction due to no sitting of Hon'ble Judges.</p>	Respective Hon'ble Judges.
2	Bench Secretary	<p>1.Conduct Court Proceedings.</p> <p>2.Check and tally the files listed before their courts from the cause list, fresh list, supplementary list, additional list and list of misc. applications.</p> <p>3.Study and arrange the cases in order as per the direction of Hon'ble Court.'</p> <p>4.To note down illness/adjournment of the advocates.</p> <p>5.Place the file before the Hon'ble Court for hearing.</p> <p>6.Places the reference books bare act/ major acts, rules etc. during the course of argument of cases.</p> <p>7.Prepare the order sheet of the case as per the provisions given in Allahabad High Court Rules.</p> <p>8.Operates/updates the digital display boards every time showing the progress and status of the cases.</p> <p>9.Feeds the next date of the cases as per direction of Hon'ble Court.</p> <p>10.Maintain disposal register alongwith movement, judgement, application and fresh register etc.</p> <p>11.Prepare the statement of disposal of fresh cases, hearing cases and old cases to be sent to the Pr. B.S. for sending the same before Hon'ble the Chief Justice.</p> <p>12.Prepare the order sheet of the case the provisions given in the Allahabad High Court Rules.</p>	Respective Hon'ble Judges.

Power and Duties of Officers of Lucknow Bench, Lucknow

Sl. No.	Officer	Responsibilities/Duties
1.	Registrar, Lucknow Bench	As per Allahabad High Court Rules, 1952.
2.	Registrar (Judicial)	1.Over all in-charge of all judicial section in civil side excluding Stamp Reporting Section. 2.Any other work entrusted by the Registrar.
3.	Registrar (Criminal)	1.Officer in-charge of all Criminal Sections. 2.Any other work entrusted by the Registrar.
4.	Joint Registrar (Accounts/DDO)	1.Officer in-charge of Accounts Section, Cash Section, GPF Section and Litigation Section. 2.Supervise the work related to Budget. 3.Any other work entrusted by the Registrar.
5.	Joint Registrar (Listing)	1.Officer in-charge of Cause List, Registry Section. 2.Supervision and preparation of courts Cause List and all other allied works relating to listing of cases. 3.Any other work entrusted by the Registrar
6.	Sri Anil Kumar Srivastava, HJS, OSD	1.Supervises all the work of Admin Section and Judges Library. 2.Officer in-charge of Supreme Section, EPABX including all allied matter relating to EPBAX. 3.In-charge of all works related to PIL. 4.Any other work entrusted by the Registrar.
7.	Sri Shyam Lal- I, HJS, OSD	1.Officer in-charge of Nazarat and classification work in M/S Sections. 2.Monitor the work of return of lower court records and queries relating to stay etc. made by the District Court. 3.Any other work entrusted by the Registrar.
8.	Sri R.K. Tiwari, HJS, OSD	1.Officer in-charge of Judicial Record Room and the work of weeding and consignment. 2.Classification of M/B Section. 3.Officer in-charge of all Copying section as well as Computerized Copying Section and Decided Sections 4.Any other work entrusted by the Registrar.
9.	Sri Charan Singh, HJS, O.S.D	1.Overall In-charge of Establishment Section, Classification work of all pending cases in criminal matters in particular criminal appeal. 2.Any other work entrusted by the Registrar.
10.	Sri Ravi Nath, HJS, O.S.D.	1.Officer in-charge of Stationery Section, Administrative Record Room, Decree Section and Paper book Section. 2.All the work relating to Law clerk(trainees). 3.In-charge of classification of pending service cases. 4.Supervises the work of criminal section. 5.Any other work entrusted by the Registrar.
11.	Sri Shiv Karan, Joint Registrar	1.Look after all civil judicial section. 2.Monitor that all records properly flagged are sent by the office to different courts are received back as per the cause list in time. 3.Look after the work of F.A.F.O. and Second Appeal Section. 4.Any other work entrusted by the Registrar.
12.	Sri S.A. Siddiqui, Joint Registrar	1.Monitor the work of Pass Section, Staff Car Section and the work related to Medical facilities of Hon'ble Judges. 2.Besides the usual work of P.R.O. Section, Look after the

		<p>work of L.T.C., H.O.R, Reservations. 3.In-charge of Inquiry Matters. 4.Supervises all the work related to Protocol Section. 5.Any other work entrusted by the Registrar.</p>
13.	Sri S.A. Mehdi, Joint Registrar.	<p>1.Look after the work of Archive Section, Judicial Receipt and Dispatch Section, Judges Library and Hon'ble Retired Judge Cell. 2.Look after the work of all criminal sections. 3.Monitor that all records properly flagged are sent by the office to different courts are received back as per the cause list in time. 4.Work related to allotment of Advocate Chambers and assist the committee of Hon'ble Judges. 5.Supervises all work related to Redressal Cell. 6.Any other work entrusted by the Registrar.</p>
14.	Sri S.N. Shukla, Deputy Registrar(Admin & Establishment)	<p>1.Supervise the Administrative, Establishment, Leave, Accounts Section. 2.Works as C.P.I.O, High Court, Lucknow Bench, Lucknow. 3.Any other work entrusted by the Registrar.</p>
15.	Sri Desh Deepak, Deputy Registrar.	<p>1.Supervise the work of entire criminal Sections including decided and paper book. 2.Ensure consignment of records regularly done on due date. 3.Any other work entrusted by the Registrar.</p>
16.	Sri Rakesh Kumar Srivastava-II, Deputy Registrar(computerized copying).	<p>1.Supervise the work of computerized copying section and will sign on the certified copies of Judgments, orders and bail orders issued by this section. 2.Any other work entrusted by the Registrar.</p>
17.	Sri Laxmi Narayan Srivastava, Deputy Registrar.	<p>1.Supervise the work of Admin Record Room and G.P.F Section. 2.Supervise the work of First Appeal and Second Appeal including Decided Section. 3.Ensure that consignment is regularly done and Lower Court Records are returned to the court concerned expeditiously. 4.Any other work entrusted by the Registrar.</p>
18.	Sri Ram Krishna, Deputy Registrar(Copying).	<p>1.Supervise the work of Copying Pending and Decided Sections. 2.Works related to issue of Certified copy of Judgment and orders and Bail Orders. 3.Supervise the work of Writ Service, A, B and C (Decided Sections). 4.Ensure that consignment is regularly done on due date. 5.Any other work entrusted by the Registrar.</p>
19.	Sri Chintamani Ram, Deputy Registrar.	<p>1.Supervises all the work related to R.J.B.B.M Section. 2.Any other work entrusted by the Registrar.</p>
20.	Sri D.C. Shukla, Deputy Registrar.	<p>1.Supervises work related to Writ A, B, C(Pending Sections) 2.Look after the work of Nazarat Sections, Writ Consolidation Section(Pending & Decided) and Judicial Receipt and Dispatch Section. 3.Any other work entrusted by the Registrar.</p>

21.	Sri Ishtiaq Hussain, Deputy Registrar.	1.Supervise work related to Cause List Section, Stamp Reporting Section and Writ M/B & M/S Sections.
22.	Sri R.C. Chaurasia Deputy Registrar	1.Look after the work of Stationery, Pass and Library Section. 2.Look after the work of Identity Card and Car Passes. 3.Any other work entrusted by the Registrar.
23.	Sri Ghanshyam Rawat Deputy Registrar	1.Supervises the work of Judicial Record Room with special emphasis on consignment and weeding and M/B and M/S decided. 2.Ensures that records of M/B and M/S Section are consigned to Judicial Record Room within due time. 3.Any other work entrusted by the Registrar.
24.	Dr. Vijay Kumar Lele Deputy Registrar	1.Supervises the work of PIL, Litigation, Supreme Court, Decree and Translation Section. 2.Any other work entrusted by the Registrar.
25.	Sri Anoop Kumar Sinha, Deputy Registrar	1.Look after the work of Confidential Section and work of Registrar Office. 2.Any other work entrusted by the Registrar.