

The Guidelines for Recruitment, Conditions of Service & Functions of Court Managers

With a view to improve Justice Delivery System and enhancing the efficiency of Court management and resultant improvement in case disposal, the post of court managers have been created to assist judges under the scheme of 13th Finance Commission. The court managers will support the judges to perform their administrative duties, thereby enabling the judges to devote more time to their judicial functions.

To specify the process of recruitment/ appointment, service conditions, duties and functions of the Court Managers, High Court of Judicature at Allahabad, makes the following guidelines :

1. Commencement of the Guidelines :-

- (i) These guidelines shall come into force from the date of its approval by the Administrative Committee.

2. Definitions:- In these guidelines, unless the context otherwise requires:

- (i) Administrative Committee means the committee appointed under Rule 2 of the Allahabad High Court Rules 1952
- (ii) Chief Justice' means the Chief Justice of the High Court of Judicature at Allahabad.
- (iii) 'Court Manager' means an officer appointed on contractual basis under the Scheme of the Government of India under 13th finance Commission.
- (iv) 'District Court' means subordinate Civil Courts, subordinate to the High of Judicature at Allahabad or its Bench at Lucknow.
- (v) 'District Judge' means the senior most Judicial Officer incharge of District Court subordinate to the High Court.
- (vi) 'High Court' means the High Court of Judicature at Allahabad.
- (vii) 'State Government' means the Government of Uttar Pradesh.

3. Qualifications of Court Manager :-

The person appointed as Court Manager shall possess following qualifications :

- (i) The Court Manager shall have M.B.A. Degree or Advanced Diploma in General Management from a recognized University/institution of India.
- (ii) He shall have minimum 10 years experience in the field of management, experience/training in I.T Systems Management, H.R. Management, Financial Systems Management.
- (iii) He shall not be more than 40 years of age.
- (iv) He should have excellent communication skills.
- (v) He should have excellent Computer application skills.

4. Procedure for recruitment/selection :-

- (i) The Court Manager shall be appointed by the State Government on the recommendation of the Committee comprising the following :-
 - (a) One High Court Judge nominated by the Chief Justice as Chairman of the Committee.
 - (b) Principal Secretary (Appointment) or any other Principal Secretary nominated by the State Government as Member.
 - (c) Principal Secretary, Law & Justice/L.R. of the State Government as Member.
- (ii) The selection of Court Manager shall be based on interview of the eligible candidates whose applications are invited after proper advertisement in two newspapers (one in Hindi and another in English) having wide Circulation and on Web sites of the State Government and the High Court and also by affixation on the notice board of the High Court as well as the District Courts.

- (iii) The reservation for the reserved category candidates shall be given in accordance with the policy and orders of the State Government.
- (iv) The appointment of the Court Manager shall be made on contractual basis for one year, to be renewed on performance appraisal and subject to the availability of the post and finance upto the period of five years.
- (v) The services of Court Manger shall be on contractual basis and shall not be an addition in any of the cadres of the establishment.
- (vi) The Court Manager may also be appointed on deputation basis from other service of the State Government, Central Government or Public Sector undertakings for a period of one year subject to extension of a maximum period of 5 years on the basis of requirement.

5. Character and Medical Fitness:

The appointment of Court Manager shall be subject to the physical and mental fitness and his character verification from the authorities concerned. If, any thing otherwise is found and anything has been concealed, the contract of employment of the Court Managers shall be terminated without any further notice.

6. Posting and Transfer :-

- (i) After making appointment by the State Government, the posting of the Court Managers shall be made by the Chief Justice .
- (ii) The Court Managers may be transferred from one district court to another or from High Court to Subordinate District Court or vice versa by the Chief Justice or any other Judge nominated by the Chief Justice.

7.Salary :-

The Court Managers shall be paid a fixed salary of Rs. 50,000/- per month without any special pay and allowances. He/She shall also be paid Travelling allowance of Second A.C. Class rail fare for training programmes and official visits.

8. Staff of Court Manager :-

- (i) **The staff of the Court Manager may comprise of one Stenographer cum Clerk and one Peon.**
- (ii) **The staff will be appointed temporarily on contractual basis by the Chief Justice in the High Court and by the District Judge in the district courts on fixed salary of Rs. 12,000/- per month to the Stenographer cum Clerk and Rs. 8000/- per month to the Peon without any special pay and allowances.**

9.Leave : The Court Manager will be allowed 14 days leave other than weekly and national holidays in a year. The court manager shall not be entitled to avail winter and summer vacation.

10. Termination of Service :

- (i) The services of Court Manager may be terminated by the State Government on the recommendation of the Chief Justice at any time after giving one month notice or payment of one month salary in advance.
- (ii) The services of staff of Court Manager may be terminated at any time by the Chief Justice or the District Judge after giving one month notice or payment of one month salary in advance.

11. Relinquishing Services :

In case the Court Manager absents himself from duty continuously for 15 days or more without any intimation or prior sanction of leave, it shall be deemed that the Court Manager has left or relinquished/ abandoned the service.

12. Other General Terms of Employment :

- (i) During the course of employment of the Court Managers, the court manager shall be required to follow and maintain proper decorum and norms expected from responsible officer of any Government organization. The Court Manager shall not take any part time engagement or any business activity.
- (ii) The Court Manager will wear formal dress, such as coat-pant and tie or safari/prince suit, or buttoned up coat. The lady Court Manager will wear coat during court hours.

13.Functions & Responsibilities of Court Managers:

- (i) The Court Manager shall function under the control and guidance of the Chief Justice in the High Court, and the District Judge in the respective district Courts.
- (ii) He shall work on policies and standards, based on applicable directives of superior Courts, establish the performance standards applicable to the Court (including on timeliness, efficiency; quality of Court performance; infrastructure; and human resources; access to justice; as well as for systems for Court management and case management.
- (iii) He will carry out an evaluation of the compliance of the directives of the Court with such standards; identify deficiencies and deviations; identify steps required to achieve compliance, maintain such an evaluation on a current basis through annual updates.
- (iv) He will in consonance with the rules and policies of the court and in consultation with the stakeholders of the Court including litigants, the Bar, ministerial staff, Executive Agencies supporting judicial functions such as prosecutors/police/ process service agencies prepare, submit and update annually a 5-year court-wise Court Development Plan (CDP), for approval of the court.
- (v) He will monitor the implementation of the approved CDP and report to the District Judge and the High Court with the progress.
- (vi) He will ensure that statistics on all aspects of the functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the High Court.
- (vii) He will ensure that reports on statistics are duly completed and provided as required.
- (viii) He will ensure that the processes, procedures, policies and standards established by the High Court for Court Management are complied with and that they safeguard quality, ensure efficiency and timeliness and minimize costs to litigants and to the State; and enhance access to justice.
- (ix) He will ensure that case management systems are fully compliant with the policies and standards established by the High Court for case management and that they address the legitimate needs of litigants in terms of quality, efficiency and timeliness, costs to litigants and to the State. Standard systems for case management shall be developed by the High Court time to time.
- (x) He will ensure that the Court meets standards established by the High Court on access to justice, legal aid, alternative dispute mechanisms and are user friendly.
- (xi) He will ensure that the Court meets quality of adjudication standards established by the High Court.
- (xii) He will ensure that Human Resource Management of ministerial staff in the court comply with the Human Resource Management standards established by the High Court.
- (xiii) He will ensure that the core systems of the court are established and function effectively (documentation management;utilities management; infrastructure and facilities management; financial systems management (audits, accounts, payments);
- (xiv) He will ensure that the IT systems of the court comply with standards established by the High Court and are fully functional.
- (xv) He will feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the Courts, as and when it is set up.
- (xvi) The Court Manager shall be responsible in implementation, managing data entry initiation, services roll-out and monitoring of the e-Court Project in the respective Districts/High Court at Allahabad and its Bench at Lucknow.
- (xvii) He may be asked to do any other job related to the afore stated functions as determined by High Court, District judge/nodal officer, depending upon exigencies of the situation.
- (xviii) He shall perform all other administrative functions and duties as may be assigned by the Chief Justice in the High Court and the District Judge in the District Court from time to time.
- (xix) He shall report to the Chief Justice/ District Judge or any other Judge/ officer nominated by the Chief Justice/ District Judge and shall perform the duties as assigned to him from time to time.