

As on 02.03.2017

THE ORISSA HIGH COURT RIGHT TO INFORMATION RULES, 2005

HIGH COURT OF JUDICATURE, ORISSA, CUTTACK

NOTIFICATION

The 23rd February 2006

No.77- In exercise of power conferred under Section 28 (1), Section 2(e) (III) and Section 2(h), read with Section 5 of The Right to Information Act, 2005 (Act No.22 of 2005), the Chief Justice of the High Court of Orissa being the Competent Authority with the concurrence of the Public Authority does hereby make the following Rules :

CHAPTER - I GENERAL

1. Short Title and commencement-

- (i) These Rules shall be called "The Orissa High Court Right to Information Rules, 2005".
- (ii) They shall come into force with effect from the date of publication in the *Orissa Gazette*.

2. Definition - In these rules unless the context otherwise requires-

- (a) "Act" means Right to Information Act, 2005 (No.22 of 2005).
- (b) "Competent Authority" means the Chief Justice of Orissa High Court.
- (c) "Ministerial Officer" means an officer other than a Judicial Officer of the Court.
- (d) "Outlying Court" means a Court not situated at the Headquarters of the district where seat of the District and Sessions Court is situated.
- (e) "Public Authority" means the High Court of Orissa.
- (f) "Subordinate Court" means the Judicial Courts subordinate to the High Court of Orissa situated within its territorial jurisdiction.
- (g) Words and Expressions used but not defined in these rules shall have the same meaning as are respectively assigned to them in the Act.

**CHAPTER-II
DESIGNATION AND POWERS**

3. (a) The Additional Deputy Registrar (J & E.) shall be the *ex officio* State Public Information Officer of the High Court.
- (b) The Registrar (Judicial) of the High Court shall be the Appellate Authority of the State Public Information Officer in respect of the Public Authority.
- (c) The Ministerial Officers of the stations as mentioned in the Appendix-I shall be the *ex officio* State Assistant Public Information Officer of the respective areas.
- (d) The District Judge of the concerned district shall be the Appellate Authority in respect of the appeal filed against the order of the State Assistant Public Information Officer posted at the Headquarters of the district.
- (e) The senior most Judicial Officers of the station as indicated in Appendix I shall be the Appellate Authorities of their respective areas to decide the appeal against the order of the State Assistant Public Information Officer of the concerned area.

**CHAPTER-III
FEES**

4. (a) A person desirous of an information authorized under the Act may apply for information to State Public Information Officer or State Assistant Public Information Officer by filling an application with declaration on oath as indicated in the prescribed *pro forma* in Appendix-II or Appendix-II (A) as the case may be on payment of *Rs.10/- towards application fees in shape of non-judicial stamp.
- (b) When a copy is required in respect of an application is completed, it will be made over by the Copyist/Typist concerned together with the original documents to the comparer who shall be responsible for the correctness of the copy prepared. The prepared copy shall at the end bear the initial of the Copyist/Typist concerned and every page of the compared copy shall also be initialed by the comparer in token of comparison. All cuttings and corrections made during comparison will be initialed by the comparer who shall on completion of comparison put his/her signature with date at the foot of the last page of the copy. The certified copy of such document shall be issued under the signature of State Public Information Officer or the State Assistant Public Information Officer as the case may be.
- (c) The person applying for such information may obtain the copy thereof on further payment of *Rs.2/- in shape of non-judicial stamp for each sheet of paper comprising of 180 words or part thereof.

- (d) The form of application for information shall be obtained from the office of the State Public Information Officer or State Assistant Public Information Officer, as the case may be at the rate of Rs.10/- per form. Each application form shall contain a serial number and signature of the issuing clerk with the date of issue and the seal of the State Public Information Officer or State Assistant Public Information Officer as the case may be.
- (e) The applications for information shall be consecutively numbered and registered as they are received along with its date in the Register to be maintained in the form prescribed in Appendix-III.
- (f) The application form for information shall be issued and received during the office hours of the working days of State Public Information Officer or State Assistant Public Information Officer as the case may be.
- (g) Cost will be determined within three working days of receipt of the application form.
- (h) If the required information or decision on the disposal of the application is not received within 3 months, the same will be destroyed and the applicant will have to apply afresh in accordance with the procedure.

**CHAPTER-IV
MISCELLANEOUS**

5. No information shall be provided to any applicant in the following matters:-
- (i) In respect of the document or records produced in a judicial proceeding.
 - (ii) The information, which is likely to affect the security of any institution or the public order.
 - (iii) The information, which has no relationship with the public activity.
 - (iv) The information, which could cause unwarranted invasion of the privacy to any person.
 - (v) Separate application shall be filed for information in respect of the separate record or information.
 - (vi) Other materials described in Sections 8 and 9 of the Act.

BY ORDER OF THE COURT

K. N. PANIGRAHY
Registrar (I. & E.)

APPENDIX-I
LIST OF STATE ASSISTANT PUBLIC INFORMATION OFFICER IN THE SUBORDINATE
COURTS AND ITS APPELLATE AUTHORITY

Sl. No.	Name of the Station	State Assistant Information Officer	Public Appellate Authority
1	2	3	4

CUTTACK

1.	Cuttack	Sheristadar	District & Sessions Judge
2.	Athagarh	Sheristadar	Civil Judge (Sr.division)
3.	Baramba	Sheristadar	Additional Civil Judge (Jr. Division)
4.	Narasinghpur	Senior-most Sr. Clerk	J.M.F.C.
5.	Banki	Sheristadar	Civil Judge (Sr Division)
6.	Salipur	Sheristadar	Civil Judge (Jr. Division)
7.	Jagatsinghpur	Bench Clerk	Additional District Judge
8.	Kujanga	Sheristadar	Civil Judge (Jr. Division)

KENDRAPARA

9.	Kendrapara	Sheristadar	District & Sessions Judge
10.	Pattamundai	Senior-most Sr. Clerk	Civil Judge (Jr. Division) JMFC

JAJPUR

11.	Jajpur	Sheristadar	District & Sessions Judge
12.	Jajpur Road	Sheristadar	Civil Judge (Jr. Division)

PURI

13.	Puri	Sheristadar	District & Sessions Judge
14.		Sheristadar	Civil Judge (Sr. Division)
15.	Pipili	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC

NAYAGARH

16.	Nayagarh	Sheristadar	District & Sessions Judge
17.	Daspalla	Senior-most Sr. Clerk	Civil Judge (Jr.Division), JMFC
18.	Khandapara	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
19.	Ranpur	Senior-most Sr. Clerk	JMFC

KHURDA

20.	Bhubaneswar	Sheristadar	District & Sessions Judge
21.	Khurda	Bench Clerk	Addl. District Judge
22.	Khurda Road	Senior-most Sr. Clerk	Special Railway Magistrate
23.	Banpur	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC

DHENKANAL

24.	Dhenkanal	Sheristadar	District & Sessions Judge
25.	Hindol	Sheristadar	SDJM
26.	Kamakshyanagar	Sheristadar	Civil Judge (Sr. Division)

ANGUL

27.	Angul	Sheristadar	District & Sessions Judge
28.	Talcher	Bench Clerk	Addl. District Judge
29.	Pallahara	Sheristadar	SDJM

30.	Athamallick	Sheristadar	Civil Judge (Sr. Division)
<u>BALASORE</u>			
31.	Balasore	Sheristadar	District & Sessions Judge
32.	Jaleswar	Sheristadar	Addl. Civil Judge (Jr. Division)
33.	Soro	Senior-most Sr. Clerk	Addl. Civil Judge (Jr. Division), JMFC
34.	Nilgiri	Sheristadar	Civil Judge (Sr. Division)
<u>BHADRAK</u>			
35.	Bhadrak	Sheristadar	District & Sessions Judge
36.	Basudevpur	Senior-most Sr. Clerk	Addl. Civil Judge (Jr. Division) JMFC
<u>KALAHANDI</u>			
37.	Bhawanipatna	Sheristadar	District & Sessions Judge
38.	Madanpur-Rampur	Senior-most Sr. Clerk	Additional Civil Judge (Jr. Division), JMFC
39.	Dharamgarh	Sheristadar	Civil Judge (Sr. Division)
<u>NUAPADA</u>			
40.	Nuapada	Sheristadar	District & Sessions Judge
41.	Khariar	Senior-most Sr. Clerk	Additional Civil Judge (Jr. Division), JMFC
<u>SAMBALPUR</u>			
42.	Sambalpur	Sheristadar	District & Sessions Judge
43.	Kuchinda	Sheristadar	Civil Judge (Sr. Division)
44.	Rairakhol	Sheristadar	SDJM
45.	Deogarh	Bench Clerk	Additional District Judge
<u>BARGARH</u>			
46.	Baragarh	Sheristadar	District & Sessions Judge
47.	Padampur	Sheristadar	Civil Judge (Sr. Division)
48.	Sohella	Senior-most Sr. Clerk	JMFC
49.	Barpalli	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
<u>JHARSUGUDA</u>			
50.	Jharsuguda	Sheristadar	District & Sessions Judge
<u>BOLANGIR</u>			
51.	Bolangir	Sheristadar	District & Sessions Judge
52.	Patnagarh	Sheristadar	Civil Judge (Sr. Division)
53.	Kantabanji	Senior-most Sr. Clerk	JMFC
54.	Titilagarh	Bench Clerk	Additional District Judge
<u>SONEPUR</u>			
55.	Sonepur	Sheristadar	District & Sessions Judge
56.	Biramaharajpur	Sheristadar	SDJM
57.	Rampur	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
58.	Luisingha	Senior-most Sr. Clerk	JMFC

KORAPUT

59.	Jeypore	Sheristadar	District & Sessions Judge
60.	Laxmipur	Senior-most Sr. Clerk	JMFC
61.	Kotpad	Senior-most Sr. Clerk	JMFC
62.	Koraput	Sheristadar	Civil Judge (Sr. Division)

NAWARANGPUR

63.	Nawarangapur	Sheristadar	District & Sessions Judge
64.	Umerkote	Senior-most Sr. Clerk	JMFC
65.	Malkanagiri	Bench Clerk	Additional District Judge
66.	Mottu (M.V.79)	Senior-most Sr. Clerk	JMFC

RAYGADA

67.	Rayagada	Sheristadar	District & Sessions Judge
68.	Kashipur	Senior-most Sr. Clerk	JMFC
69.	Bissam-Cuttack	Senior-most Sr. Clerk	JMFC
70.	Gunupur	Sheristadar	Civil Judge (Sr. Division)

GANJAM

71.	Berhampur	Sheristadar	District & Sessions Judge
72.	Digapahandi	Senior-most Sr. Clerk	JMFC
73.	Chhatrapur	Sheristadar	Civil Judge (Sr. Division)
74.	Sorada	Sheristadar	Civil Judge (Jr. Division), JMFC
75.	Bhanjanagar	Bench Clerk	Additional District Judge
76.	Kodala	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
77.	Aska	Sheristadar	Civil Judge (Sr. Division)
78.	Khallikote	Senior-most Sr. Clerk	JMFC
79.	Patrapur	Sheristadar	Civil Judge (Jr. Division)
80.	Purusottampur	Senior-most Sr. Clerk	JMFC

GAJAPATI

81.	Paralakhemundi	Sheristadar	District & Sessions Judge
82.	R. Udayagiri	Senior-most Sr. Clerk	JMFC

PHULABANI

83.	Phulabani	Sheristadar	District & Sessions Judge
84.	G. Udayagiri	Senior-most Sr. Clerk	JMFC
85.	Daringbadi	Senior-most Sr. Clerk	Civil Judge (Jr.Division), JMFC
86.	Baliguda	Sheristadar	Civil Judge (Sr. Division)

BOUDH

87.	Boudh	Sheristadar	District & Sessions Judge
88.	Kantamal	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC

SUNDARGARH

89.	Sundargarh	Sheristadar	District & Sessions Judge
90.	Bonai	Sheristadar	Civil Judge (Sr. Division)
91.	Rajgangpur	Senior-most Sr. Clerk	JMFC
92.	Rourkela	Bench Clerk	Additional District Judge

MAYURBHANJ

93.	Baripada	Sheristadar	District & Sessions Judge
94.	Rairangapur	Bench Clerk	Additional District Judge
95.	Udala	Sheristadar	Civil Judge (Sr. Division)
96.	Karanjia	Sheristadar	Civil Judge (Sr. Division)

KEONJHAR

97.	Keonjhar	Sheristadar	District & Sessions Judge
98.	Champua	Sheristadar	Civil Judge (Sr. Division)
99.	Barbil	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
100.	Anandapur	Sheristadar	Civil Judge (Sr. Division)

*Sl. No.9, 11, 16, 27, 35, 40, 46, 50, 55, 63, 67, 81 & 87- Substituted vide Court's Notification No. 700/R dtd. 11.10.2012

**APPENDIX - II
APPLICATION FORM FOR INFORMATION**

SERIAL NO. _____

IN THE HIGH COURT OF ORISSA, CUTTACK

<p>Description of document of which the information is required.</p> <p>Declaration :</p> <p>I,</p> <p>the applicant do hereby solemnly affirm and state that the facts stated in the application form are true to my knowledge and are based on information which I have obtained from the authentic sources. I believe the said information to be true and the information sought for by me are not coming within the purview of Section 8 (1) (a) to (j) of The Right to Information Act, 2005 and under Rule 5 of The Orissa High Court Right to Information Rules, 2005.</p> <p align="right">Signature of the applicant</p> <p>Date :</p>	<p>I, son of at P.S. Dist. do hereby apply for the information / order passed by the Hon'ble High Court relating to. Dated this day of 20</p> <p align="right">Signature of the applicant</p>
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FOR OFFICE USE ONLY

<p>Application received on</p> <p>Copy ready for supply</p> <p>Compared by (1) (2)</p> <p>Signature of the Issuing Clerk</p> <p>Date</p> <p>Received copy of information</p> <p align="right">Signature of the applicant</p>	<p>Estimated Cost</p> <p>Record received on</p> <p>Information ready on</p> <p>Information delivered on</p> <p align="center">State Public Information Officer</p> <p>Date (Seal)</p>
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APPENDIX - II-A
APPLICATION FORM FOR INFORMATION
SERIAL NO. _____
IN THE COURT OF

<p>Description of document of which the information is required.</p> <p>Declaration :</p> <p>I,the applicant do hereby solemnly affirm and state that the facts stated in the application form are true to my knowledge and are based on information which I have obtained from the authentic sources. I believe the said information to be true and the information sought for by me are not coming within the purview of Section 8 (1) (a) to (j) of The Right to Information Act, 2005 and under Rule 5 of The Orissa High Court Right to Information Rules, 2005.</p> <p style="text-align: right;">Signature of the applicant</p> <p style="text-align: right;">Date :</p>	<p>I,son of</p> <p>.....atP.S.</p> <p>Dist.do hereby apply for the information / order passed by the Court relating to.</p> <p>.....</p> <p>Dated this day of 20</p> <p style="text-align: right;">Signature of the applicant</p>
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FOR OFFICE USE ONLY

<p>Application received on</p> <p>Copy ready for supply</p> <p>Compared by</p> <p>(1)</p> <p>(2)</p> <p style="text-align: right;">Signature of the Issuing Clerk</p> <p>Date</p> <p>Received copy of information</p> <p style="text-align: right;">Signature of the applicant</p>	<p>Estimated Cost</p> <p>Record received on</p> <p>Information ready on</p> <p>Information delivered on</p> <p>State Assistant Public Information Officer</p> <p>Date (Seal)</p>
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APPENDIX - III
REGISTER OF APPLICATIONS FOR INFORMATION IN THE
ORISSA HIGH COURT, CUTTACK

Serial Number with date of application	Name of the applicant with address	Date of estimating the value of court Fees to be paid	Date of filing of deficit stamp	Date of delivery of information	Signature of the applicant	Remarks
1	2	3	4	5	6	7

- N.B. - (1) If application is rejected, brief reasons thereof shall be entered in red ink in the remarks column.
- (2) If there is delay beyond the prescribed period in delivery of the information, the reasons for such delay be noted in the remarks column.
- (3) Register be verified by the State Public Information Officer / State Assistant Public Information Officer once in every week.

ORISSA HIGH COURT, CUTTACK**NOTIFICATION**

No. 700/R dtd. 11.10.2012
XI-9/2005

In modification of Court's Notification No.77 dated the 23rd February 2006 published in the Odisha Gazette (EO) No. 628 dated the 8th May 2006 the Court have been pleased to substitute the following rules:-

Short title and commencement-

1. These rules shall be called "The Orissa High Court Right to Information (Amendment) Rules, 2012".
2. They shall come into force with effect from the date of publication in the Odisha Gazette.
 - I. Substitute the word and figure "Rs.10" in place of "Rs.50" occurring in 4th line of Rule -4(a).
 - II. Substitute the word and figure "Rs 2" in place of "Rs.20" occurring in the 2nd line of Rule 4(c).
 - III. Substitute the word "Sheristadar" and "District and Sessions Judge" in place of the words "Bench Clerk" and "Additional District Judge" respectively occurring in serial No. 9, 11, 16, 27, 35, 40, 46, 50, 55, 63, 67, 81, 87 under Columns 3 & 4 of Appendix-1 of the Orissa High Court Right to Information Rules, 2005.

By Order of the Court
B.K. Mohanty
Registrar (Judicial)

Published in the Odisha Gazette No.-42 dtd 2.11.2012 , Part-III-A at page-893.

**INFORMATIONS RELATING TO ORISSA HIGH COURT REQUIRED TO BE PUBLISHED
IN THE WEBSITE UNDER SECTION 4(1)(B) OF THE
RIGHT TO INFORMATION ACT, 2005.**

<p>4(1) Every public Authority</p> <p>Shall.</p> <p>(a) xx xx</p>	
<p>(b) (i) The particulars of its organization, functions and duties.</p>	<p>The particulars relating to establishment, functions and duties of Orissa High Court has been fixed according to Orissa High Court Order, 1948.</p>
	<p>The Orissa High Court Order, 1948 says that as from the 26th day of July, 1948 (herein after referred to as “the prescribed day”) there shall be a High Court for the province of Orissa which shall be a Court of record and shall consist of a Chief Justice and such other Judges as the Governor General of India may from time to time whether before or after the prescribed day appoint in accordance with the provisions of Section 220 of Govt. of India Act, 1935.</p> <p>Accordingly, the Orissa High Court was established on 26th July, 1948 and is functioning at Cuttack.</p> <p>The High Court Office is consisting of two departments namely, the administrative Department to carry on the Administrative business of the Court on its Appellate side and the Judicial Department which shall mean and include all the rest of it.</p> <p>High Court to be Courts of Record-The High Court shall be a Court of record and shall have all the power of such a Court including the power to punish for contempt of itself.</p> <p>Power of High Court to issue certain Writs:-</p> <p>(1) Notwithstanding anything in Article 32, the High Court shall have power throughout the territories in relation to which it exercises jurisdiction to issue to any person or authority, including in appropriate cases any Government, within those territories directions, orders, or writs, including writs in the nature of habeas corpus, mandamus, prohibition, quo warranto and certiorari, or any of them for the enforcement of any of the rights conferred by Part-III and for any other purpose.</p>

(2) The power conferred on a High Court by Clause (1) shall not be in derogation of the power conferred on the Supreme Court by Clause (2) of Article 32.

Power of Superintendence over all courts by the High Court:

(1) The High Court shall have Superintendence over all Courts and Tribunals throughout the territories in relation to which it exercises jurisdiction.

In view of Rule-4 of the Orissa Inspection of Subordinate Courts (by the High Court) Rules, 2004.

1. The High Court shall inspect once in every two years all Superior Courts and Tribunals over which it exercises jurisdiction.
 2. The Chief Justice or the Judge-in-charge of the Judgeship/District as would nominate by the Chief Justice shall make regular inspection of the Subordinate Courts.
 3. Casual inspection and surprise visit can be conducted at any time by the Judge-in-charge of the Judgeship with the prior consent of the Chief Justice or by the Chief Justice himself whenever it requires.
- (2) Without prejudice to the generality of the foregoing provision the High Court may-
- (a) Call for returns from such Courts.
 - (b) Make and issue general rules and prescribed forms for regulating the practice and proceedings of such courts; and
 - (c) Prescribe forms in which books, entries and accounts shall be kept by the officers of any such Courts.
- (3) The High Court may also settle tables of fees to be allowed to the sheriff and all clerks and officers of such courts and to attorneys, advocates and pleaders practicing therein;

Provided that any rules made, forms prescribed or tables settled under Clause (2) or clause (3) shall not be inconsistent with the provision of any law for the time being in force, and shall require the previous approval of the Governor.

(4) Nothing in the article shall be deemed to confer on High Court powers of Superintendence over any Court or tribunal constituted by or under any law relating to the Armed Forces.

Transfer of certain cases to High Court:

If the High Court is satisfied that a case pending in a Court subordinate to it involves a substantial question of law as to the interpretation of this Constitution the determination of which is necessary for the disposal of the case, it shall withdraw the case

and may -

- (a) either dispose of the case itself, or
- (b) Determine the said question of law and return the case to the Court from which the case has been so with drawn together with a copy of its judgment on such question and the said Court shall on receipt thereof proceed to dispose of the case in conformity with such judgment.

Officers and Servants and the expenses of High Courts:-

- (1) Appointment of Officers and servants of a High Court shall be made by the Chief Justice of the Court or such other Judge or officer of the Court as he may direct.

Provided that the Governor of the State in which the High Court has its Principal seat may by rule require that in such cases as may be specified in the rule no person not already attached to the Court shall be appointed to any office connected with the Court save after consultation with the State Public Service Commission.

- (2) Subject to the provisions of any law made by the Legislature of the State, the conditions of service of officers and servants of a High Court shall be such as may be prescribed by rules made by the Chief Justice of the Court or by some other Judge or Officer of the Court authorized by the Chief Justice to make rules for the purpose.

Provided that the rules made under the clause shall, so far as they relate to salaries, allowances leave or pensions require the approval of the Governor of the State in which the High Court has its principal seat.

- (3) The Administrative expenses of a High Court including all salaries, allowances and pensions payable to or in respect of the Officers and servants of the Court shall be charged upon the Consolidate Fund of the State and any fees or other moneys taken by the Court shall form part of that Fund.

In view of the Orissa State Legal Services Authority Rules, 1996. The High Court Legal Services Committee, State Legal Services Authority, District Legal Services Authority and Taluk Legal Services Committee have been constituted to give free legal services to the eligible and weaker sections i.e. Member of Scheduled Castes, Scheduled Tribes, Women, Minors, Physically handicapped persons, persons whose annual income does not exceed Rs.50000/- and persons who are otherwise entitled to legal aid under the Orissa State Legal Services Authority Rules, 1996.

As per Rule-6(2)(a) of the Orissa State Legal Services Authority Rules 1996 the Chief Justice of the High Court of Orissa is the patron-in-Chief of the State Legal Services Authority.

Serving Judge is nominated by the Governor in consultation

	<p>with the Chief Justice as the Executive Chairman of the Authority.</p> <p>The State Government in consultation with the Chief Justice has appointed a person belonging to the State Higher Judicial Service as the Member Secretary of the State Authority.</p> <p>The State Government in consultation with the Chief Justice have constituted the District Legal Services Authority under the Chairmanship of the District Judge and Taluk Legal Services Committees under the ex-officio Chairmanship of the Senior Civil Judge (Sr.Divn.).</p> <p>Besides that the High Court Legal Services Committee has been constituted under the ex-officio Chairmanship of a sitting Judge of the High Court nominated by the Chief Justice. The Registrar (Judicial) is the Secretary of the High Court Legal Services Committee.</p> <p>Steps are being taken by all the above committees for holding of permanent and continuous Lok Adalats in all over the State.</p>
<p>For details please see Orissa Legal Services Authority Manual (Annexure-II).</p>	
<p>4 (b) (ii)</p> <p>Powers and duties of the Officer and employees.</p>	<p>The following powers and duties of Officers and Employees of the Orissa High Court has been allocated by Hon'ble the Chief Justice.</p>
<p>1. Registrar General</p>	<ol style="list-style-type: none"> 1. Nomination of Hon'ble Judges and other Officers for participating in training at N.J.A and other places and all correspondence in that regard. 2. All litigation in the Supreme Court and the High Court where the Court is a party. 3. All Protocol matters including reservation of accommodation, reception, of the Hon'ble Judges of the Court and other dignitaries. 4. Matters relating to Chief Justices' Conference. 5. Correspondence made with the Supreme Court, other High Courts State and Central Govts, or other Bodies relating to matters other than those having a bearing with the lower judiciary. 6. Matters which are not specifically entrusted to the Registrar (Administration), Registrar (Judicial), Registrar (Inspection) and Registrar (Vigilance). 7. Any other matters specifically entrusted by Hon'ble the Chief Justice.

<p>2. Registrar (Administration)</p>	<ol style="list-style-type: none"> 1. Matters relating to the Appointment Section excluding allegation against Judicial Officers. 2. All correspondence relating to District Judiciary excluding those which are dealt with by the Registrar (Ins). 3. To pursue all matters pending with the State Government relating to the Administrative side. 4. Sanction of leave to the Judicial Officers. 5. Vesting Executive Magistrates with the powers of Judicial Magistrate under the provisions of the Criminal Procedure Code. 6. Files relating to the construction, addition & alternation of Civil Courts buildings and residential quarters for the Judicial Offices and allotment of quarters to the Judicial Officers. 7. Provision for telephone, typewriters and other office equipments in Civil Courts. 8. Settlement of shops etc. in the Civil courts compound. 9. Appeals against orders filed by Class-III and Class-IV employees of the Civil Courts. 10. Matters relating to the District Judges' Conference. 11. Matters relating to Parliament questions and Assembly questions with regard to District Judiciary. 12. Matters relating to Companies Act. 13. Budget, Allotment of funds and Accounts relating to District Judiciary and correspondence in this regard. 14. Matters relating to Orissa Judicial Academy. 15. All matters relating to Ministerial Staff and establishment of the Courts of District Judiciary. <p>Any other matter that would be specifically entrusted by Hon'ble the Chief Justice.</p>
<p>3. Registrar (Judicial)</p>	<ol style="list-style-type: none"> 1. Lawzima Court. 2. All Judicial Sections and Copying Section in the High Court. 3. Matters relating to the residential quarters of the Hon'ble Chief Justice, Hon'ble Judges, Officers and Staff. 4. Budget relating to the High court; Accounts and establishment matter of the High Court including the Accounts relating to the Hon'ble Judges and overall control of the High Court Staff. 5. High Court Building, Staff Quarters, Staff, Garden and

	<p>Stationeries Store and Purchase.</p> <ol style="list-style-type: none"> 6. Departmental Proceedings against the staff of the Court. 7. All matters relating to Legal Aid, Lok Adalats and Mediation. 8. Parliament and Assembly questions relating to High Court/High Court Cases/High Court Judges. 9. Matters relating to Security of High Court and Hon'ble Judges. 10. All matters relating to vehicle section. 11. Statistics relating to High Court cases. 12. All matters relating to swearing in ceremony of the Hon'ble Judges of the Court. 13. Proposal for designating Advocates as Senior Advocates. <p>Any other matter that would be specifically entrusted by Hon'ble the Chief Justice.</p>
4. Registrar (Inspection)	<ol style="list-style-type: none"> 1. All matters relating to inspection made by the District Judges and Chief Judicial Magistrates of the Subordinate Courts both Civil and Criminal and preparation of notes of observation on the notes of inspection made by the Chief Justice and other Hon'ble Judges of the Court. 2. All inspection notes and memorandum of visit of Hon'ble the Chief Justice and Hon'ble Judges of the Court. 3. Statements and returns received from District Judiciary so also the connected statistics. 4. Any other matter that would be specifically entrusted by the Hon'ble Chief Justice.
5. Registrar(Vigilance)	<ol style="list-style-type: none"> 1. All allegations against Judicial Officers as well as the Non-Judicial Staff of the District Judiciary. 2. All Vigilance enquires. 3. Acquisition of Movable and Immovable Properties of Judicial Officers. 4. All matters relating to the Rules Section. 5. Matters relating to the reports of the Law Commission. 6. Any other matter that would be specifically entrusted by the Hon'ble Chief Justice.
6.Coordinator, Arbitration Centre	<ol style="list-style-type: none"> 1. The Coordinator shall be responsible for the day to day functioning of the Centre. 2. Without prejudice to the provision contained in Sub-Clause(1), the Coordinator shall undertake the following:

	<p>(a) Place all the records pertaining to each request for arbitration of disputes before the Advisory Council.</p> <p>(b) Take initiative in accordance with the Rules of the Centre.</p> <p>(c) Notify the parties to comply with the requirements of filing of the request, reply, submission, payment of arbitrators fees and miscellaneous expenses, within the prescribed time frame;</p> <p>(d) Maintain and update from time to time a profile of each Arbitrator on the panel of the Centre, and make it available to the parties, on request;</p> <p>(e) Maintain a fact sheet of each arbitration case dealt with by the Centre.</p> <p>(f) Carry out directions given by the Arbitration Committee from time to time.</p> <p>(g) Organise workshops, conferences, symposia, seminars, etc, in the field of Alternative Dispute Resolution Mechanism and to promote disputes on the directions of the arbitration Committee.</p> <p>(h) Perform all other duties in conformity with the callings of his office as entrusted.</p> <p>(3) All correspondences and communications to the Centre shall be addressed to the Coordinator and the Coordinator shall make all correspondences and communication on behalf of the Centre.</p>
<p>7. Member-Secretary, State Court Management Systems Committee</p>	<p>In order to reduce the huge pendency of 5+0 year old cases in the District & Sub-ordinate Courts a SCMSC at the High Court level has been constituted and a post of Secretary in the cadre of District Judge has been created to make correspondence with the High Court and collection of information and data, periodically can be well done and to monitor the progress of the SCMS & DCMS.</p>
<p>8. Secretary, Juvenile Justice Committee</p>	<p>To monitor the progress and to coordinate with the Secretariat of the Supreme Court Committee on Juvenile Justice Govt. and other Stake Holders.</p>
<p>9. Additional Registrar (Establishment)</p>	<ol style="list-style-type: none"> 1. All matters relating to grant of casual leave, permission to leave Headquarters of the District Judges/Judicial Officers, encashment of `surrender leave, grant of G.P.F. and earned leave/other kinds of leave of all Judicial Officers of the State. 2. Matters relating to Copying Section of the High Court. 3. Statistics relating to High Court Cases. 4. Proposal for designating Advocates as Senior Advocates.

	<ol style="list-style-type: none"> 5. Supervising the work of the Addl. Deputy Registrar and Addl. Deputy Registrar (J&E) I & II.
10. Joint Registrar(Judl.)	<ol style="list-style-type: none"> 1. Supervision over application on Decrees. 2. Submission of Statements relating to institution and disposal of cases in the High Court. 3. To make compliance of Hon'ble Courts orders. 4. Preparation and issuance of certified copies of Judicial and Criminal cases. 5. In charge of Writ Sections. 6. Suo motu Writ petitions arising from PIL or any such matters as directed by the Hon'ble Chief Justice. 7. Translation of petitions. 8. In charge of Supreme Court Section. 9. Supervise the work of Filing Counter. 10. In charge of classification of pending cases. 11. Such other matters as would be entrusted to him by the Registrars.
11. Joint Registrar (Establishment)	<ol style="list-style-type: none"> 1. All matter regarding appointment, promotion, confirmation and transfer of Class-I to Class-III (Group A to C) employees of the High Court. 2. All matters pertaining to amendment in Orissa High Court (Appointment of Staff and Condition of Service) Rules, 2015. 3. Preparing and sending Budget Literature (Regarding all the Post in the High Court) to the State Government. 4. Matters relating to litigation in service matters of High Court Staff and Departmental Proceedings. 5. Dealing with the representation of the High Court Staff regarding confirmation/Promotion/Seniority/ Punishment/Addition of qualification etc. 6. Maintenance of gradation list of High Court Staff. 7. All references/representation made by the High

	<p>Court Ministerial Officers' Association/Grievance of the Staff.</p> <ol style="list-style-type: none"> 8. Supervision of all the work of Recruitment Cell. 9. Matter regarding permission to the member of Staff who appear at the Competitive Examination/Grant of NOC and forwarding of application forms. 10. Proposal of pension of Hon'ble Judges. 11. Matter relating to long term Advances/Income tax matters of Hon'ble Judges. 12. Such other matters as would be entrusted to him by the Registrars.
12. Deputy Registrar (Judicial)	<ol style="list-style-type: none"> 1. Preparation of cause list. 2. Holding of Lawazima Court. 3. Placing of Judicial records before the Hon'ble Benches of the High Court.
13. Special Officer (Administration)	<ol style="list-style-type: none"> 1. Dealing with the files relating to posting, promotion & transfer of Judicial Officers. 2. High Court Library. 3. District Judges Conference. 4. Matters of Full Court & other Committees.
14. Special Officer (Special Cell)	<ol style="list-style-type: none"> 1. Matters relating to Amendment of High Court Rules, G.R & C.O. (Civil and CrI.) Issue of circulars, General Letters etc. 2. Preparation of notes of inspection of Chief Justice and other Judges of the High Court. 3. Accounts & Establishment of High Court.
15. Deputy Registrar (A & P)	<ol style="list-style-type: none"> 1. Appeals, representations of staff of Subordinate Courts. 2. Matters relating to Parliament & Assembly questions. 3. Tour programmes of Hon'ble the Chief Justice & Hon'ble Judges of High Court of Orissa and other High Court of the country. 4. Leave Applications of Judicial Officers.
16. Central Project Coordinator	<ol style="list-style-type: none"> 1. All matters relating to computerization of the High Court, District Judiciary besides e-Court Projects. 2. Matters relating to Library. 3. Any other matter that would be specifically entrusted by Hon'ble the Chief Justice.

17. Addl. Coordinator, Arbitration Centre	In absence of Coordinator, Arbitration Centre all the Arbitration work done by him.
18. Secretary to Hon'ble Judges	<ol style="list-style-type: none"> 1. To take down dictation of orders and judgments passed by Hon'ble the Judges of the High Court both in Administrative & Judicial records. 2. To place the relevant case laws in Judicial & Administrative records. 3. To collect papers, records and files as required by Hon'ble Judges. 4. To pre pare draft tour programme of Hon'ble Judges and after completion of tour supply of tour particulars for preparation of T.A. Bill. 5. In-charge of library books in residential office of Hon'ble Judges. 6. To make arrangement of interview of seeking persons as per direction of Hon'ble Judges. 7. In-charge of confidential records and files dealt by Hon'ble Judges. 8. To exercise supervision and control over the Class-IV employees attached to the Hon'ble Judges. 9. To attend the telephone calls, maintain proper account of furniture used by Hon'ble Judges.
19. Addl. Deputy Registrar (J & E)(I)	<ol style="list-style-type: none"> 1. In charge of all Judicial records 2. C.C.R of Judicial Officers. 3. Issue of Writs, notices and goshwaras to the parties. 4. State Public information Officer for the Orissa High Court under Orissa High Court R.T.I Rules-2005
20. Addl. Deputy Registrar (J & E)(II)	<ol style="list-style-type: none"> 1. Supervise the work of Officers in charge of M.J.C./S.C.A./A.H.O./W.A. Section. 2. Communication of orders passed in concerned Judicial Records. 3. Approving the Draft orders/Decrees or Orders of the Court in Civil Proceeding and the Contempt matters including notices. 4. Ensure that consignment is regularly done and LCR returned to the Courts in both Civil & Criminal

	<p>cases.</p> <ol style="list-style-type: none"> 5. Preparation of all communications relating to Criminal Sections and submission of thereof to Registrar for approval. 6. In charge of Criminal Record Room/Civil Disposal and Civil Record Rooms. 7. Matter relating to Lok Adalat and in charge of posting matters before the Lok Adalat and attending connected matters. 8. Such other matters as would be entrusted to him by the Registrars.
<p>21. Addl. Deputy Registrar (J & E)(III)</p>	<ol style="list-style-type: none"> 1. All matters relating to grant of casual leave, permission to leave Headquarters of the District Judges/Judicial Officers, encashment of surrender leave, grant of G.P.F. and earned leave/other kind of leave of all Judicial Officers of the State to be routed through to Additional Registrar. 2. Matter relating to Mediation and Conciliation Centre and Arbitration Centre & posting of matters before Mediation Centre. 3. Parliament & Assembly Questions relating to High Court and Subordinate Courts. 4. Settlement of shops etc. in the Civil Courts compound. 5. To take periodically steps for destruction of administrative files. 6. Over all supervision of the Orissa High Court Building (both new and old) & the managerial work of all the ceremonies organized in the Orissa High Court.

	<ol style="list-style-type: none"> 7. To look after the managerial work of Courts Guest House at Cuttack. 8. Such other matters as would be entrusted to him by the Registrars.
22. Asst. Registrar (J & E)	<ol style="list-style-type: none"> 1. Matters relating to the Judges Library of the Court. 2. To assist the Deputy Registrar (A&P) in connection with Protocol work. 3. In charge of Protocol Section. 4. To attend the visits of Hon'ble Judges of Supreme Court/this High Court/other High Courts and retired Judges and other matters related thereto. 5. To attend the medical works of Hon'ble Judges/Retired Judges. 6. In charge of the new extension building. 7. Such other matters as would be entrusted to him by the Registrars.
23. Asst, Registrar (Judl.)(I)	<ol style="list-style-type: none"> 1. Overall in charge of Recruitment Cell including the staff posted therein. 2. Training programme of newly recruited staff and Officers of the Court (other than Judicial Officers). 3. Matters relating to training to staff members as and when required. 4. In charge of NIC. 5. Overall supervision of Computer Section. 6. e-Court Projects. 7. To co-ordinate with C.P.C. in computerization of the High Court and Subordinate Courts. 8. Such other matters as would be entrusted to him by the Registrars.
24. Asst, Registrar (Judl.)(II)	<ol style="list-style-type: none"> 1. Supervise the work of Officers in charge of Cause

	<p>List and preparation of Cause List and all other allied works relating to listing of cases.</p> <ol style="list-style-type: none"> 2. Type Section/Paper Book Section/Xerox Section. 3. Grouping of cases as per roster. 4. Transmission of High Court Records to the Hon'ble Supreme Court. 5. Summoning the Lower Court Records. 6. Supervise the work of Bail Application and Criminal Misc. petitions. 7. Overall in charge of and control of Criminal Section including Criminal case records and material object. 8. Such other matters as would be entrusted to him by the Registrars.
<p>25.Asst, Registrar (Judl.)(III)</p>	<ol style="list-style-type: none"> 1. Overall in charge of Judicial Section in Civil side viz., First Appeal/Civil Revision/Decree and Paper Book Section and to supervise the work of Officers in charge of Stamp Reporting Section. 2. Ensure timely compliance of all orders/ correspondences to and from Section. 3. Filing Counter/Centralizing the process of Filing Counter. 4. Ensure punctuality of officials working under the establishment and inspection of the work done by the staff of the Court. 5. Approval of all communication relating to Criminal Section. 6. Calling for Bail orders/Judgments from Subordinate Courts. 7. To take periodically steps for destruction of records. 8. Such other matters as would be entrusted to him by

	the Registrars.
26. Asst. Registrar (Establishment)	<ol style="list-style-type: none"> 1. Preparation of cause list, judicial Index, Statement, Statistics and periodical returns of Subordinate Courts. 2. Preparation of certifies copies and in-charge of record room, Xerox machines etc.
27. Asst. Registrar (Administration)	<ol style="list-style-type: none"> 1. Construction of High Court Building, Residential Bungalows of Hon'ble the Chief Justice, Hon'ble Judges of High Court quarters of Officers and staff of the High Court, Judicial Academy. 2. In-charge of Class-IV establishment, Telephone, Staff Car, Store & Purchase of the High Court.
28. Establishment Officer	<ol style="list-style-type: none"> 1. Matters relating to Service Books of staff of the High Court. 2. All Accounts matters of High Court employees. 3. Drawal of pay bills of Gazetted and non-Gazetted staff of the High Court. 4. Finalization of pension papers.
29. S.R. & O.C.	<ol style="list-style-type: none"> 1. Verification of Judicial records, Stamps used in those records in order to removal of defects. 2. Administer oath and affirmation to the parties.
30. Chief Accounts Officer	<ol style="list-style-type: none"> 1. Preparation of both plan and non-plan budget for the High Court & Subordinate Courts. 2. Reconciliation of High Court expenditure with Accountant General and Government.
31. Court Officer–cum-Asst. Registrar	<ol style="list-style-type: none"> 1. To maintain and up keep the High Court Building and residential Bungalows of Hon'ble Judges and the furniture and articles placed therein. 2. To receive and see off the Hon'ble Judges and dignitaries visiting the High Court. 3. To be in-charge of National Flag Hoisting on the High Court Building. 4. To be in-charge of Class-IV employees attached to the residence of Hon'ble Judges and High Court garden. 5. To arrange the Conference and meetings of Hon'ble Judges.
32. Court Manager	<ol style="list-style-type: none"> 1. To look after the infrastructural requirements and developments of the High Court including regular day-to-day maintenance of the High Court Buildings and to work in co-ordination with the Building /Court Officer Section. 2. To be responsible for the Human Resource management of the High Court i.e to work out the requirement of staff in order to move the Government from time to time and to initiate the recruitment process in co-ordination with the Establishment

	<p>Section and the Recruitment Cell.</p> <ol style="list-style-type: none"> 3. To work for preparation of plan, process the Budget proposals and the Financial management of the Court in co-ordination with the Accounts section. 4. To look after proper functioning of the Information technology and the Computerization introduced in the High Court in co-ordination with the N.I.C and the computer technicians. 5. They will be liaison with the Court Managers of the District Courts for <ol style="list-style-type: none"> (a) effective implementation of the e-Court projects under the supervision of the Central Project Co-ordinator(CPC) of the Court. (b) proper planning and execution of Infrastructural Projects relating to subordinate Judiciary. (c) proper utilization of funds placed at the disposal of the subordinate Courts and placement of requirements. <p>They also be entrusted with any special of other assignments as would be decided by the Court.</p>
33. Asst. Protocol Officer	<p>Preparation of tour programme, reservation and accommodation of the Hon'ble Chief Justice and Hon'ble Puisne Judges of the Orissa High Court and Hon'ble Chief Justice and other Hon'ble Judge of Supreme Court and other High Courts.</p>
34. System Analyst	<p>Supervising the work of main Computer Section regarding Listing of cases, Computerization of information etc. Besides that he is to see the maintenance of Computer, Systems Development, Programme Development and Co-ordination between High Court and Government.</p>
35. Superintendents/ Section Officers	<p>In the Judicial side, the Superintendents/Section Officers of various Departments/Sections are to supervise the work of the Assts. working under them regarding movement of cases records, both pending and disposed of, compliance of orders of the Court, communication of order to various authorities, preservation and transmission of records and documents, assisting timely listing of cases and submission of statistical returns and ensure supply of information and copies to the Litigant Public.</p> <p>In the administrative side, the Superintendents are supervising the work of Assistants attached to the respective Sections regarding administration of Justice and assisting the Officers in drafting of rules and making policy decisions in connection with High Court and Subordinate Courts.</p>
36. Statistical Officer	<ol style="list-style-type: none"> 1. Compilation of correct and complete statistical and other data at

	<p>different levels.</p> <p>2. To post data on website of High Court giving details of institution, filing, disposal and pendency of different types of matters.</p>
37. Judicial Indexer	To Circulate the Supreme Court Judgments before Hon'ble Judges of the High Court. Indexing the High Court Judgments in the Index Register to facilitate easy reference of Hon'ble Judges at the time of necessity.
38. P.S.R.	The Peripatetic Stamp Reporters are to go on tour to different Subordinate Civil and Criminal Courts for examination of pending/disposed of case records and to point out regarding payment of adequacy or in-adequacy of stamps/court fees and place the matter before the Court for consideration.
39. Superintendent (Typist)	Supervise the work of Type Section, Central Issue Section regarding preparation of Paper Books for judicial records to type out the certified copies and for issuance of administrative/judicial letters and other communications.
40. Assistant Section Officer	<p>In the Judicial side the Assts Section Officers are the custodian of the case records. They are to send different case records to different Benches through List Section, see compliance of Court's orders passed by different Benches of the Court.</p> <p>In the Administrative side the Assistant Section Officers are to deal with various administrative files, like reports, letters, records received from the Subordinate Courts, Central Govt. and State Govt. and regular transaction of the High Court in Administrative side.</p>
41. Research Assistant	<ol style="list-style-type: none"> 1. To assist Hon'ble Judge, in discharge of Judicial and administrative functions, the Research Assistant shall perform the following duties, under direct control of the Hon'ble judge with he/she is attached. 2. To read the case files, and prepare the case i.e. case summary & notes and chronology of events of such a comprehensive nature that it may give to the Hon'ble Judge complete view of the matter , including the legal questions involved, and the latest case law having bearing on the case either ways. 3. To search out case law, articles, papers and other relevant material required in discharge of judicial/administrative work. 4. To take down notes of arguments and to prepare notes of cases. 5. To identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment. 6. To maintain records of Judgments by the Hon'ble Judge along with the point of law decided in that particular case, and to

	<p>maintain it in such a manner, as to be very conveniently retrievable, as and when needed by the Judge, for the any purpose whatsoever.</p> <p>7. To perform whatever is directed, in the course of imparting training to him , with regard to procedure and substantive law,</p> <p>8. To assist the Hon’ble Judge in preparing any speech/ academic paper.</p>
42. Typists/Copyists	Prepare copies of judgments, orders, notices letters both in judicial and administrative and paper book.
43. Class-IV Employees	Zamadars – They are to accompany to he Hon’ble Judges of the Court during Court hour and at the time of visiting different places on official duty and carry out orders of Chief Justice and other Judges as and when required.
44. Other Class-IV Employees	They are to attend the Court and Offices in transaction of day to day official business of both in the Court as well as in the residential offices.
iii. The procedure followed in the decision making process, including channels of supervision and accountability.	The procedure is being followed in the decision making process as per the rules prescribed in the C.P.C., Cr.P.C., I.P.C., Evidence Act, High Court Rules, G. R. & C. O. and other Acts and Rules framed by the Government and High Court from time to time. The Channels of supervision are being followed in view of the Rules framed by the Orissa High Court.
iv. The norms set by it for the discharge of its functions	The norms/ yardstick of Judicial Officers have been fixed by the Orissa High Court for discharge of their duties as follows.

A. <u>DISTRICT JUDGES</u>	
<u>Nature of cases</u>	<u>Yardstick fixed</u>
1) Special Judge Case (Vig.)	One in 10 days
2) Delhi S.P.E. Cases (C.B.I.)	One in 7 days
3) Sessions Cases	One in 4 days
4) Offence Under IPC exclusively Triable by Court of Sessions along with offence Under S.C. & S.T. (P.A.) Act, 1989.	One in 4 days
5) Offence under S.C. & S.T. (P.A.) Act. 1989 read with other offences under IPC.	One case in 1 day
6) Criminal Appeals	Two per day from the decisions of Asst. Sessions Judges throughout the State. Three per day from the decisions of the Judicial Magistrates throughout the State.
7) Jail Criminal Appeals on contest.	Two per day from the decisions of Asst. (Disposed of Sessions Judges throughout the State. Three per day from the decisions of the Judicial Magistrates throughout the State.
8) Other jail Criminal Appeals	Eight per day throughout the State.
9) Criminal Revisions	Five Revisions per day
10) Original Suits	One Title Suit in 3 days
11) T.M.S., M.S., & other Suits	One per day
12) Civil Appeals	(a) One Appeal from Civil Judge (Sr.Divn.)/ (Jr.Divn.), Title/Money in one day. (b) One contested Rent Appeal in one day.
13) Civil Revisions	Five Cases per day
14) Misc. Appeals	Five Appeals per day
15) H.R.C. Appeals	Same as Title Appeals/Civil Appeals.
16) Misc. Cases including Execution Cases.	Five cases per day
17) MISCELLANEOUS CASES	
a) Cases under sec.166 under the Motor Vehicle Act.	One case in one day
b) Cases under Sec.140 M.V. Act. (Contested)	Eight Cases per day
c) M.V. Appeal	Three Appeals per day

d) M.V. Revision	Six Revisions per day
e) Cases under the Employees State Insurance Act	One case in one day
f) Cases under the Juvenile Justice (Care & Protection of Children) Act.2000	One case in one day
g) Cases under any other Special Act	One case in one day
h) Cases under N.D.P.C. Act	One case in two days
i) Misc. Cases U/o.21 Rule 58 C.P.C.	One case in two days
j) Petition U/o.21 Rule 97 & 99 C.P.C.	One case in two days
k) Petition U/o.39 Rule-4 C.P.C.	Eight Cases per day
l) Cases under the C.P.C.	Eight Cases per day
m) CrI. Misc. Cases U/s.408 & 440 Cr.P.C.	Ten cases per day
B. CIVIL JUDGE (SENIOR DIVISION)	
1. (a) Contested Suits (T.S.) (above 50 thousands)	One in Four days
(b) Contested Suits (M.S., T.M.S. & Other Suits) (above 50 thousands)	One in two days
2. (a) Contested Suits (T.S.) (below thousands)	One in three days.
(b) Contested Suits (T.S.) (below thousands)	One in 1.5 days.
3. Regular Appeals	i) Two Title Appeals per day. ii) Two Money Appeals per day.
4. Misc. Appeals	Five per day.
<u>MISC. JUDICIAL CASES</u>	
5. (a) Cases under the Spl. Acts.	Two cases per day.
(b) Cases under C.P.C.	Five cases per day.
6. S.C.C. Suits	Five cases per day
7. Final Decree Proceedings	Five cases per day
8. Arbitration Cases U/Ss.5, 8, 11, 13, 20 & 30 of Arbitration Act, 1940.	Two cases per day
9. Essential Commodities (Special Provisions) Act	Two cases per day.
C. <u>ASSISTANT SESSIONS JUDGE</u>	

1. Sessions Cases	One case in three days.
2. Criminal Appeals	Four Appeals per day.
D. <u>CIVIL JUDGE (JUNIOR DIVIS</u>	
1. Title Suits	One suit in three days.
2. Money Suits, T.M.S. and other Suits	One suit per day.
3. Election Cases under the O.G.P. Act.	The same Yard-stick as prescribed for money suit (one case per day)
4. S.C.C. Suits	Five Suits per day.
5. Final Decree Proceedings	Five cases per day
6. Misc. Cases	Five Misc. Cases per day
7. Ex-parte Suits	15 Suits per day for all
8. Total number of days devoted to Judicial Work. Minutes 1/5 th part thereof	All the Dist. & Sessions Judges. All the Principal Civil Judges (S.D.) & Civil Judge (Jr. Divn.).
E. <u>CONTESTED CRIMINAL CASES FOR JUDICIAL MAGISTRATES</u>	
1. Chief Judicial Magistrate	250 cases per year
2. S.D.J.M. taking Cognizance	200 cases per year
3. Judicial Magistrate and S.D.J.M. (not taking cognizance).	350 cases per year
4. Cases U/s. 125 Cr.P.C.	One case per day
5. Enquiries U/s.202 Cr.P.C.	Five Cases per day
6. Petty Offences U/s.206 Cr.P.C. (Motor Vehicle)	Fifteen cases per day.
7. Section 55-A of the Orissa Forest Act,1972	Same as Criminal cases.
8. Cases on admission in Criminal side (Uncontested).	Fifteen Cases per day.
9. Committal Enquiries	Three cases per day
F. Registers of Civil Courts and in districts where there is no Register, Civil Courts, Civil Judge (Senior Division) functioning as permanent and Continuous Lok Adalats provided they reach the prescribe yardstick/outturn for the days devoted to Judicial work.	
There will be minimum two sittings per month and the minimum disposal will be as follows:	
1) Civil Cases -	2 Civil Cases per sitting (Pre-litigation Cases or cases referred to them by Civil Courts)
2. Criminal Cases referred to them by different Criminal Courts	5 Criminal Cases per sitting
Credit will be given of the civil cases and Criminal Cases disposed of in Permanent and	

Continuous Lok Adalats as per the yardstick prescribed (i.e. 15 cases per day) in the outturn of the respective Judges who have referred the Civil or Criminal Cases to the Permanent and Continuous Lok Adalats.

G. <u>INDUSTRIAL TRIBUNAL</u>		
1.	Industrial Dispute Cases U/s.10 & 12.	One in three days.
2.	I.D. Misc. Cases (Un-contested)	Ten Cases per day.
3.	Misc. Cases U/s.33	One in one day.
4.	Misc. Cases U/s.33(c)	Two in one day.
H. <u>SALES TAX TRIBUNAL</u>		
1.	Under Sec.25	One in two days
2.	Under Sec.41	One in four days
3.	Under Sec.42	One in four days
4.	Under Sec.44	Two per day
5.	Under Sec.68	Three cases per Commissioner and five cases per Asst. Commissioner per day.
6.	Under Sec.(429a) & (b)	The Asst. Commissioner will not get any credit.
(Total number of working days per year is to be treated 240 working days.)		

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

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

The instructions are being issued by the Orissa High Court in shape of standing orders, circular letters and general letters to the High Court and the Subordinate Courts for discharging their functions.

The documents of the High Court are divided into two parts i.e. Administrative and Judicial document.

1. The Administrative documents are as follows:-
 - a) Statements, returns and statistical information.
 - b) Gazettes, Bills, C.C.R, Service Books etc.
 - c) Notes of Inspection.
 - d) Posting Promotion, Allegations against Judicial Officers.
 - e) Circulars, General Letters, Standing orders, P.I.L. petitions etc.
2. The Judicial document means judicial records relating to High Court and Subordinate Courts.

(vii) The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the information of its policy or implementation thereof.

Some members of the Bar Association as well as some enlightened members of the public are being included in certain policy making committees like Rules Committee as and when required

(viii) A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its parts 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,

Statement and reports of the committees framed by the Court are not open to the public. Only in certain matters like amendment of Acts, Rules etc. are open to the public.

(ix) A directory of Hon'ble Judges/ Officers and employees;

A Civil list and a Telephone directory of the Hon'ble Judges and Judicial officers and Officers of the High Court is being maintained in the High Court.

The present strength of Hon'ble Judges and Officers of the High Court are as follows:

	<u>Permanent</u>	<u>Additional</u>
Sanctioned strength of Hon'ble Judges.	22	5
Present strength of Hon'ble Judges.	14	4

JUDGES OF THE HIGH COURT OF ORISSA As on 02.03.2017

Sl. No.	Name of the Judge and date of birth	Date of Appointment as (a) Additional Judge (b) Permanent Judge (c) Judge in Orissa High Court.	Date of Superannuation	Telephone No.
1.	Hon'ble the Chief Justice Vineet Saran, LLB, D.O.B-11.05.1957	(a) (b) (c) 26.02.2016	10.05.2019	2507808 (O) 2301505 (R)
2	Shri Justice I. Mahanty, LL.M., D.O.B-11.11.1960	(a) 31.03.2006 (b) 23.03.2007 (c) 31.03.2006	10.11.2022	2508508 (O) 2507037 (R)
3.	Kumari Justice Sanju Panda, LL.B., D.O.B-10.07.1959	(a) 01.03.2007 (b) 11.02.2009 (c) 01.03.2007	09.07.2021	2509258 (O) 2309533 (R)
4.	Shri Justice S.C. Parija, LL.B., D.O.B-01.07.1956	(a) 07.11.2007 (b) 11.02.2009 (c) 07.11.2007	30.06.2018	2507724 (O) 2508630 (R)
5.	Shri Justice B.K. Nayak, LL.M., D.O.B-02.02.1956	(a) 07.10.2009 (b) 22.06.2011 (c) 07.10.2009	01.02.2018	2507725 (O) 230 5471 (R)
6.	Shri Justice S.K. Mishra, M.A. LL.B., D.O.B-29.12.1961	(a) 07.10.2009 (b) 22.06.2011 (c) 07.10.2009	28.12.2023	2509094 (O) 2304442 (R)
7.	Shri Justice C.R. Dash, LL.M., D.O.B-21.05.1962	(a) 07.10.2009 (b) 22.06.2011 (C) 07.10.2009	20.05.2024	2507330 (O) 2305600 (R)
8.	Dr. Justice A.K. Rath B.Com, LLB,LLM, PHD D.O.B-13.11.1957	(a)- (b) 20.06.2013 (c) 20.06.2013	12.11.2019	2507656 (O) 2301036 (R)
9.	Shri Justice Biswajit Mohanty M.A, LLB D.O.B-22.10.1960	(a)- (b) 20.06.2013 (c) 20.06.2013	21.10.2022	2508207 (O) 2412299 (R)
10.	Dr. Justice B.R. Sarangi B. Com, LLB, LLM D.O.B-20.07.1962	(a)- (b) 20.06.2013 (c) 20.06.2013	19.07.2024	2507367 (O) 2366887 (R)

11.	Shri Justice D.Dash, B.Sc (Hons)., LLB D.O.B-12.10.1962	(a)- (b) 29.11.2013 (c)29.11.2013	11.10.2024	2508607 (O) 2306855 (R)
12.	Shri Justice S. Pujahari, B.A (Hons)., LLB D.O.B-24.09.1960	(a) 29.11.2013 (b) 16.10.2014 (c) 29.11.2013	23.09.2022	2509765 (O) 2301350 (R)
13.	Shri Justice Biswanath Rath, B.A, LLB D.O.B-07.09.1961	(a) 02.07.2014 (b) (c)	06.09.2023	2509563 (O) 2362477 (R)
14.	Shri Justice S. K. Sahoo Bsc, MA(Eng), MA(Oriya), LLB. D.O.B-05.06.1964	(a) 02.07.2014 (b) (c)	04.06.2026	2509055 (O) 2441766 (R)
15.	Shri Justice Sujit Narayan Prasad M.A, LLB, D.O.B-20.06.1967	(a) (b) (c) 12.03.2015	19.06.2029	2509070(O) 2301288(R)
16.	Shri Justice K.R. Mohapatra MA, LLB D.O.B-18.04.1965	(a) 21.04.2015 (b) (c)	17.04.2027	2509101(O) 2364277(R)
17.	Shri Justice J.P Das MA, LLB D.O.B-19.05.1957	(a) 21.04.2015 (b) (c)	18.05.2019	2508488 (O) 2302377 (R)
18.	Dr. Justice D.P Choudhury B.Sc., LLM D.O.B-03.07.1956	a) 21.04.2015 (b) (c)	02.07.2018	2508014 (O)

<u>Officers</u>	
Dr. A.K. Misra, Registrar General	2507258 (O) 2307044 (R)
Shri M.R Tripathy, Registrar (Admn. & Vig.)	2507582 (O) 2306688 (R)
Shri R.K. Mohapatra, Registrar (Judicial)	2507707 (O) 2305855 (R)
Shri Dyumatsen Nayak, Registrar (Inspection)	2509955 (O) 2312616(R)
Shri C.R. Mohapatra, Coordinator, Arbitration Centre	2509577(O)
Shri Amiya Kumar Sahu, Member Secretary, SCMSC	2508513(O)
Shri D.R. Kanungo, Secretary (Juvenile Justice Committee) & Dy. Registrar (A & P)-I/C	2508429(O) 2301257(R)
Shri S.K. Pattanaik, Officer on Spl. Duty(Vigilance) & Dy. Registrar (Judicial)-I/C	2507760 (O) 2309380 (R)
Mrs. C.L. Das, Joint Registrar (Judicial) and ADR-cum-SPIO-I/C	2508177(O) 2505402(R)
Shri R.N. Palo, Joint Registrar (Establishment)	2508900(O) 2363304(R)
Shri S.S. Dey, Sr. Principal Secretary to Hon'ble the C.J.	2507808 (O) 2507719(R)
Shri S.R. Pradhan Special Officer (Admn.)	2508977 (O) 2508855 (F) 2304217 (R)
Shri A.N. Moharana, Addl. Co-ordinator, Arbitration Centre & Spl. Officer(Spl. Cell)-I/C	2509433(O) 2305330(R)
Shri Tanmaya Kumar Mohanty, Central Project Coordinator (CPC)	2508805(O)
Shri B.B. Pati, Addl. Principal Secretary	2507808(O) 2309410 (R)
Shri Kailash Pati, Addl. Principal Secretary	2507724(O) 2508778(R)
Shri P.H Palei, Addl. Principal Secretary	2508508(O) 2504397(R)
Shri S.C Tripathy, Chief Accounts Officer	2508835(O)

Shri J. Naik, Asst. Registrar (Establishment.)-I/C	2508226 (O)		
Shri Chhayakanta Dash, Asst. Registrar (Administration)	2508124 (O)		
Shri J. Naik, Addl. Deputy Registrar (J & E)-I			
Shri S. Das, Addl. Deputy Registrar (J & E)-II			
Addl. Deputy Registrar (J & E)-III			
Shri Balaram Mohapatra 1 st Asst. Registrar (Judl.)	2508077(O)		
Shri Bailochan Das 2 nd Asst. Registrar (Judl.)	9438657302(M)		
Shri Satyabadi Behera, 3 rd Asst. Registrar (Judl.)	8895168046(M)		
Shri Priyadarshi Nayak, Asst. Registrar (J & E)	2507233(O) 2506433(R)		
Shri R.K. Pattanaik, Establishment Officer	2509883 (O)		
Shri S. Nanda, Stamp Reporter & Oath Commissioner			
Shri A. K. Mohanty, Court Officer-cum-Asst. Registrar.	2507726(O)		
Shri B. Sahoo, Law Reporter	2509562(O)		
Shri B.K. Ray, Court Manager	2508140 (O)		
Shri N. Mohanty, Court Manager	2508140 (O)		
Dr. B.N.Agarwal, MD., Medical Officer	9437026578 (M)		
Dr.(Mrs.) Geetanjali Satpathy, (Homeopathy)	2340764 I		
Detail informations of District Judge, Addl. District Judge, Ad hoc Addl.District Judge (FTC), Civil Judge (S.D.), Civil Judge (J.D.) & other Magistrates are available in the Civil list of Judicial Officers (Annexure-I)			
(x) The monthly remuneration received by each of its Officers and employees including the system of compensation as provided in its regulations.			
The monthly salary of the Officers and employees of the Court are being paid to them as per the Provisions Under Article 229 of Constitution of India i.e. from the consolidated funds of the State. No. compensation or remuneration is being awarded by the Court to its employees.			
Sl. No.	Name of the post	Sanction strength	Scale of pay.
1.	Registrar General	1	Own scale of pay
2.	Registrar (Administration)	1	Own scale of pay
3	Registrar (Judicial)	1	Own scale of pay
4	Registrar (Inspection)	1	Own scale of pay

5.	Registrar (Vigilance)	1	Own scale of pay
6	Coordinator, Arbitration Centre	1	Own scale of pay
7	The Member Secretary, SCMSC	1	Own scale of pay
8.	Secretary, Juvenile Justice Committee	1	Own scale of pay
9.	Officer on Spl. Duty, Vigilance	1	Own scale of pay
10.	Addl. Registrar(Estt.)	1	Rs.37,400-67,000/-+GP 8700/-
11.	Addl. Registrar-cum-Principal Secretary to the Hon'ble C.J	1	Rs.37,400-67,000/-+GP 8700/-
12.	Joint Registrar(Judl.)	1	Rs.15,600-39,100/-+GP 7600/-
13.	Joint Registrar(Estt.)	1	Rs.15,600-39,100/-+GP 7600/-
14.	Sr. P.S. to Hon'ble the Chief Justice	1	Rs.15,600-39,100/-+GP 7600/-
15.	Deputy Registrar (Judicial)	1	Own scale of pay
16.	Special Officer (Admn.)	1	Own scale of pay
17.	Special Officer (Special Cell)	1	Own scale of pay
18.	Deputy Registrar (A&P)	1	Own scale of pay
19.	Central Project Coordinator	1	Own scale of pay
20.	Addl. Co-ordinator, Arbitration Centre	1	Own scale of pay
21.	Addl. Dy. Registrar (J & E)	3	Rs.15,600-39,100/-+GP 6600/-
22.	Asst. Registrar (Admn.)	1	Own scale of pay
23.	Addl. Principal Secretary	3	Rs.15,600-39,100/-+GP 6600
24.	Chief Account Officer	1	Rs.15,600-39,100/-+GP 6600/-
25.	Asst. Registrar (Estt.)	1	Rs.9,300-34,800/-+GP 5400/-
26.	Asst. Registrar (Judl.)	4	Rs.9,300-34,800/-+GP 5400/-
27.	Asst. Registrar (J & E)	1	Rs.9,300-34,800/-+GP 5400/-
28.	Establishment Officer	1	Rs.9,300-34,800/-+GP 5400/-
29.	Stamp Reporter & Oath Commissioner	1	Rs.9,300-34,800/-+GP 5400/-
30.	Addl. Stamp Reporter and Oath Commissioner	12	Rs.9,300-34,800/-+GP 5400/-
31.	Court Officer-cum-Asst. Registrar	1	Rs.9,300-34,800/-+GP 5400/-

32.	Protocol Officer-cum-Asst. Registrar	3	Rs.9,300-34,800/-+GP 5400/-
33.	Senior Secretaries to Hon'ble Judges	8	Rs.9,300-34,800/-+GP 5400/-
34.	Medical Officer(Allopathic)	1	Rs.15,600-39,100/-+GP 5400/-
35.	Superintendent	30	Rs.9,300-34,800/-+GP 4800/-
36.	Secretary to Hon'ble Judges	17	Rs.9,300-34,800/-+GP 4800/-
37.	Section Officer	87	Rs.9,300-34,800/-+GP 4600/-
38.	Homeopathic Medical Officer	1	Rs.9,300-34,800/-+GP 4600/-
39.	Personal Asst. to Hon'ble Judges.	34	Rs.9,300-34,800/-+GP 4600/-
40.	Statistical Officer	1	Rs.9,300-34,800/-+GP 4600/-
41.	System Analyst	1	Rs.9,300-34,800/-+GP 4600/-
42.	Section Officer(Translation Branch)	1	Rs.9,300-34,800/-+GP 4600/-
43.	Superintendent of Typist Level-I	4	Rs.9,300-34,800/-+GP 4600/-
44.	Assistant Section Officer	389	Rs.9,300-34,800/-+GP 4200/-
45.	Peripatetic Stamp Reporter	2	Rs.9,300-34,800/-+GP 4200/-
46.	Superintendent of Typist Level-II	9	Rs.9,300-34,800/-+GP 4200/-
47.	Translator	5	Rs.9,300-34,800/-+GP 4200/-
48.	Judicial Indexer	1	Rs.9,300-34,800/-+GP 4200/-
49.	Senior Stenographer	32	Rs.9,300-34,800/-+GP 4200/-
50.	Librarian	1	Rs.9,300-34,800/-+GP 4200/-
51.	Programmer	1	Rs.9,300-34,800/-+GP 4200/-
52.	Junior Stenographer	28	Rs.5,200-20,200/-+GP 2400/-
53.	Senior Typist	32	Rs.5,200-20,200/-+GP 2400/-
54.	Senior Diarist	2	Rs.5,200-20,200/-+GP 2400/-
55.	Senior Driver	9	Rs.5,200-20,200/-+GP 2200/-
56.	Technical Assistant(Library)	4	Rs.5,200-20,200/-+GP 2000/-
57.	Homeopathy Assistant	1	Rs.5,200-20,200/-+GP 1,800/-
58.	Generator Operator	1	Rs.5,200-20,200/-+GP 2000/-
59.	Diarist	2	Rs.5,200-20,200/-+GP 1900/-

60.	Copyist	6	Rs.5,200-20,200/-+GP 1900/-
61.	Driver	32	Rs.5,200-20,200/-+GP 1900/-
62.	Pharmacist	1	Rs.5,200-20,200/-+GP 2400/-
63.	Labrotory Technician	1	Rs.5,200-20,200/-+GP 2400/-
64.	Health worker(Female)	1	Rs.5,200-20,200/-+GP 2000/-
65.	Jr. Grade Typist/Data Entry Operator	27	Rs.5,200-20,200/-+GP 1900/-
66.	Treasury Sarkar	1	Rs.4,930-14,680/-+GP 1750/-
67.	Remunerated Copyist	6	Remuneration as fixed by Govt. from time to time.
68.	Zamadar	31	Rs.4,860- 14,680/-+GP 1600/-
69.	Duftary	12	Rs.4,860- 14,680/-+GP 1600/-
70.	Attainder	3	Rs.4,860- 14,680/-+GP 1600/-
71.	Cook-cum-Caretaker	2	Rs.4,860- 14,680/-+GP 1600/-
72.	Mali-cum-Chowkidar	1	Rs.4,860- 14,680/-+GP 1600/-
73.	Orderly & Office Peon	219	Rs.4,750- 14,680/-+GP 1500/-
74.	Farash	14	Rs.4,750- 14,680/-+GP 1500/-
75.	Night Watchman	6	Rs.4,750- 14,680/-+GP 1500/-
76.	Mali	36	Rs.4,750- 14,680/-+GP 1500/-
77.	Gate Keeper	1	Rs.4,750- 14,680/-+GP 1500/-
78.	Permanent Mulia	1	Rs.4,750- 14,680/-+GP 1500/-
79	Sweeper	11	Rs.4,750- 14,680/-+GP 1500/-
80.	Sweeper-cum-Farash	2	Rs.4,750- 14,680/-+GP 1500/-
81.	Medical Attendant	1	Rs.4,750- 14,680/-+GP 1500/-
82.	Law Reporter	1	Rs.25,000/- consolidated

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

Budget Allotment, Expenditure and surrender in respect of Orissa High Court Establishment (Non-Plan) for the Year 2015-2016 is as follows.

BUDGET ALLOTMENT, EXPENDITURE AND SURRENDER IN RESPECT OF ORISSA HIGH COURT ESTABLISHMENT (NON-PLAN)(Charged) FOR THE YEAR 2015-2016

Major Head, Minor Head, Sub-Head & Primary Unit	Amount of sanctioned grant	Amount of modification	Final grant (2+3)	Amount surrendered	Grant as it will stand after surrender (4+5)
1	2	3	4	5	6
136-Pay	20,60,00,000	1,80,00,000	22,40,00,000	3,78,62,870	18,61,37,130
855-Arr. Pay	0	0	0	0	0
147-D.P.	1,000	0	1,000	1,000	0
156- D.A.	25,13,20,000	1,88,00,000	27,01,20,000	5,92,42,162	21,08,77,838
403-H.R.A.	3,70,00,000	47,00,000	4,17,00,000	1,35,66,053	2,81,33,947
516-R.C.M.	44,80,000	10,00,000	54,80,000	6,861	54,73,139
523-O.A.	17,39,000	1,00,000	18,39,000	380	18,38,620
06001-T.E.	40,00,000	0	40,00,000	5,24,982	50,18,333
07001-L.T.C.	85,00,000	15,00,000	1,00,00,000	42,97,319	57,02,681
08001- Off.expenses					
074-Electy. Due	2,04,00,000	0	2,04,00,000	0	2,04,00,000
149- Water Charges	1,70,000	1,00,000	1,70,000	0	1,70,000
154-Tele. Charge	70,00,000	0	70,00,000	0	70,00,000
397-M.V.	78,19,000	8,39,000	86,58,000	176	86,57,824
506-O.C.	2,30,00,000	10,00,000	2,40,00,000	0	2,40,00,000
30001-Purchase of M.V	84,70,000	1,38,00,000	2,22,70,000	4,46,351	2,18,23,649
78118-Upgradation of Comp. Facilities.	1,00,00,000	0	1,00,00,000	1,20,006	98,79,994
78012-Computer Consumables.	50,00,000	0	50,00,000	8,87,264	41,12,736
33011-Spares & Services	40,00,000	0	40,00,000	4,96,779	35,03,221
12001-Consulting. Charges.	88,80,000	0	88,80,000	44,59,124	44,20,876
26001-Sumptuary. Allowance	42,82,000	50,000	43,32,000	8,96,807	34,35,193
Total-102-0632	61,20,61,000	5,97,89,000	67,18,50,000	12,28,08,134	54,90,41,866
2552-41337 13 th F.C Grant for creation of Post of Court Manager	20,00,000	1,00,00,000	1,20,00,000	1,00,00,000	20,00,000
Total-102	61,40,61,000	6,97,89,000	68,38,50,000	13,28,08,134	55,10,41,866