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

4(1) (B) (i) **The particulars of its organization, functions and duties.**	The particulars relating to establishment, functions and duties of Orissa High Court has been fixed according to Orissa High Court Order, 1948.
	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. Accordingly, the Orissa High Court was established on 26th July, 1948 and is functioning at Cuttack. 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. 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. **Power of High Court to issue certain Writs:-** **(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. **(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. a. The High Court shall inspect once in every two years all Superior Courts and Tribunals over which it exercises jurisdiction. b. 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. c. 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 is 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 with the Chief Justice as the Executive Chairman of the Authority. 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. 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.). 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. Steps are being taken by all the above committees for holding of permanent and continuous Lok Adalats in all over the State.
For details please see Orissa Legal Services Authority Manual (Annexure-II).	

4(1) (B) (ii) **Powers and duties of the Officer and employees.**	The following powers and duties of Officers and Employees of the Orissa High Court has been allocated by Hon'ble the Chief Justice.
1. Registrar General	• Oversees the work of all other officers of the Registry and handles the important matters entrusted by the Chief Justice; • Represents the High Court in administrative and judicial matters before the Supreme Court; • Handles the correspondences with the Supreme Court, the other High Courts, the Central Government, the State Government and the other authorities; • Guides the Deputy Registrar (Protocol) in protocol matters.
2. Registrar (Administration)	• Deals with matters relating to the District Judiciary and Judicial Officers except allegations, enquiries, buildings and statistics; • Places before the Committee the appeals filed by staff of the District Judiciary against orders passed in administrative side in matters concerning their service; • Looks after matters relating to the District Judges' Conference; • Coordinates and sends replies to Parliament questions and Assembly questions with regard to District Judiciary; • Deals with the budget, the allotment of funds and the accounts relating to District Judiciary.
3. Registrar (Judicial)	• Discharges the functions assigned to him in the High Court Rules; • Deals with matters relating to budget and accounts, buildings and vehicles of the High Court; • Deals with the matters relating to service of the employees of the High Court; • Coordinates and sends replies to questions relating to the High Court raised in the Parliament and State Legislative Assembly; • Supervise the Administrative and Judicial Sections of the High Court function under his supervision; • Also deals with the matters relating to framing of rules governing procedures meant for the High Court.
4. Registrar (Inspection)	• Coordinates the inspection of Civil and Criminal Courts of District Judiciary by the Chief Justice and Judges; • Looks after compilation of statements and returns received by the Statistics section of the High Court from District Judiciary; • Is designated as the COVID Compliance Officer and looking after the COVID Care Centres of the High Court meant for the Judges, the Officers and Staff; • Is designated by the Chief Justice as Nodal Officer for Digitization of Records.

5. Registrar (Vigilance)	• Deals with allegations and enquiries against Judicial Officers as well as the staff of the District Judiciary; • Deals with matters relating to the infrastructure of the District Judiciary, in respect of which he coordinates with the concerned committee constituted by the Chief Justice as well as with the District Courts and the executing agencies like PWD; • Deals with the matters relating to rules of procedure applicable to the District Judiciary.
6. Coordinator, Arbitration Centre	• Supervises the functioning of the Arbitration Centre and Mediation Centre of the High Court; • Coordinates the sittings of Arbitrators and Mediators for Arbitration and Mediation proceedings; • Is in-charge of the Judges' Library, discharges the functions of the Secretary, High Court Legal Services Committee.
7. Officer on Special Duty (Vigilance)	• Assists the Registrar (Vigilance) in matters relating to allegations and enquiries; • Deals with the files regarding sanction of leave of the Judicial Officers; • Is designated as Registrar (Examination) for dealing with examinations relating to recruitment to posts of the various cadres of the High Court.
8. Member-Secretary, State Court Management Systems Committee	• Deals with preparation of vision document for the High Court and the District Courts and preparation of action plan for disposal of old cases. • Places information about the District Court Management Systems before the SCMS Committee constituted for the purpose and ensures implementation of the policies formulated from time to time.
9. Secretary, (Juvenile Justice Committee)	• Assists the High Court Juvenile Justice Committee (HCJJC); • provides information on issues pertaining to children and issues communications on behalf of the HCJJC to concerned departments; • Organizes conferences, seminars and consultations on the direction of HCJJC, drafts its agenda, prepares minutes and coordinates with the concerned departments; • Maintains necessary information which may be relevant for HCJJC for its robust functioning.

10. Registrar (Records)	• Oversees the functioning of RRDC including movement of legacy Records to Record Rooms, digitization and verification of legacy records And shredding of digitized records; • Oversees functioning of the District Court Digitization Hubs (DCDHS); • Oversees the judicial history project in coordination with Centre For Judicial Archives of Odisha and the other libraries and archives; • Oversees the High Court Museum.
11. Deputy Registrar (Judicial)	• Discharges judicial functions delegated by the Registrar (Judicial) in accordance with Rule-2 of Chapter-V of the Rules of the High Court of Orissa, 1948 subject to the orders of the Chief Justice; • Oversees the work of sections in Judicial Department of the High Court including the filing section and the listing section; • Oversees preparation of the Cause Lists for Benches of the High Court according to the roster of assignment decided by the Chief Justice.
12. Special Officer (Administration)	• Oversees the functioning of Appointment Section of the Court which deals with matters relating to service of the Judicial Officers; • Works under the supervision of Registrar (Administration) and assists in matters relating to District Judges' Conference; • Assists Registrar (Judicial) in matters concerning appointment of the Law Reporter and in-service matters of the Gazetted officers of the Ministerial and Secretarial cadres in the Registry.
13. Special Officer (Special Cell)	• oversees the preparation of the budget and accounts and deals with the service matters of the Gazetted and Non-gazetted employees of the High Court, except the Ministerial Officers; • looks after matters relating to the Rules, General Rules, Circulars and orders of the High Court relating to the practice and procedure of the District Judiciary; • Issue General letters, circulars and other instructions of general nature on behalf of the High Court.
14. Deputy Registrar (Administration & Protocol)	• Coordinates the tours and visits of the Chief Justice and Judges of the High Court of Orissa within and outside the State; • Coordinates the tours and visits to Odisha of the Chief Justices and Judges of other High Courts as well as of the Supreme Court to Odisha; • Coordinates with the State Government and the Police authorities in the matter of security of the High Court premises and the bungalows of the Chief Justice and the Judges apart from their security during tours; • Deals with telephone connections of the High Court building

	and residential buildings of the Court.
15. Central Project Coordinator	• Looks after computerization of offices in the High Court and the District Judiciary under e-Courts Project; • Oversees the digitization of records and e-filing of the cases; • Oversees the functions of virtual hearing in the High Court and the District Courts; • Provides technical assistance for the functioning of the High Court and District Courts.
16. Additional Coordinator, Arbitration Centre	• Deals with the matters relating to Arbitration and Mediation Centre; • Deals with Appeals filed by the staff of the District Judiciary against Orders passed on administrative side in matters concerning their Service; • Sends replies to questions relating to the High Court raised In the Parliament and the State Legislative Assembly; • Deals with matters relating to buildings of District Judiciary and such other matters as are entrusted to him by the Chief Justice; • Is designated as Nodal Officer for records received from the State Administrative Tribunal after its abolition
17. Assistant Registrar (Administration)	• Is in-charge of matters relating to buildings of the High Court, Court Guest House at Cuttack, Community Centre and the High Court Museum; • Looks after the Class-IV establishment, matters relating to the vehicles, stock and stores of the High Court.
18. Additional Registrar (Establishment)	• Matters relating to Copying Section of the High Court. • Statistics relating to High Court Cases. • Supervising the work of the Addl. Dy. Registrar and Addl. Dy. Registrar (J & E) I&II. • Proposal for designating Advocates as Senior Advocates. • All the matters pertaining to the Chief Justice Conference. • Compliance of the requisitions vis-à-vis statistical data information/questions received from the LokSabha and RajyaSabha.

19. Joint Registrar (Establishment)	• All matter regarding appointment, promotion, confirmation and transfer of Class-I to Class-III (Group A to C) employees of the High Court. • All matters pertaining to amendment in Orissa High Court (Appointment of Staff and Condition of Service) Rules, 2015. • Preparing and sending Budget Literature (Regarding all the Post in the High Court) to the State Government. • Matters relating to litigation in service matters of High Court Staff and Departmental Proceedings. • Dealing with the representation of the High Court Staff regarding confirmation/ Promotion/ Seniority/ Punishment/ Addition of qualification etc. • Maintenance of gradation list of High Court Staff. • All references/representation made by the High Court Ministerial Officers' Association/Grievance of the Staff. • Supervision of all the work of Recruitment Cell. • Matter regarding permission to the member of Staff who appear at the Competitive Examination/Grant of NOC and forwarding of application forms. • Proposal of pension of Hon'ble Judges. • Matter relating to long term Advances/Income tax matters of Hon'ble Judges. • Matter relating to the security of High Court and Hon'ble Judges. • Entrusted to perform as a Manager of the Guest House in addition to his own duties. • Such other matters as would be entrusted to him by the Registrars.
20. Joint Registrar (Judicial)	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. Suomotu 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.
21. Secretary to Hon'ble Judges	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 program 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.
22. Addl. Deputy Registrar (J & E)	i. He will be in charge of the following Sections of the Judicial Department. a) Second Appeal Section. b) Criminal Section. c) Miscellaneous Section, and ii. The files relating to the C.C.R. of all Judicial Officers. Signing of writs and notices, goshwaras which are being sent for signature of the Deputy Registrar (J&E).
23. Addl. Deputy Registrar (J & E) I	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 cases. 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 LokAdalat and in charge of posting matters before the LokAdalat and attending connected matters. 8. Such other matters as would be entrusted to him by the Registrars.
24. Addl. Deputy Registrar (J & E) II	1. Matter relating to Mediation and conciliation Centre and Arbitration Centre &Posting of matters before Mediation Centre. 2. Parliament & Assembly questions relating to High Court and

	Subordinate Courts. 3. To take periodical steps for destruction of administrative files. 4. Overall supervision of the Orissa High Court Building (New & Old) & the managerial work of all ceremonies organized in the Orissa High Court. 5. To look after the managerial work of Courts Guest House at Cuttack. 6. Such other matters as would be entrusted to him by the Registrars. 7. Ex Officio State Public Information Officer of Orissa High Court under RTI Act.
25. **Asst. Registrar (J & E)**	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.
26. Assistant Registrar (Judicial) I	1. Overall in charge of Recruitment Cell including the staff posted therein. 2. Training program 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.

27. Assistant Registrar (Judicial) II	1. Supervise the work of Officers in charge of Cause List and preparation of Cause List and all other allied works relating to listing of cases. 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.
28. Assistant Registrar (Judicial) III	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.
29. Assistant Registrar (Establishment)	1. Copying Department including typing of a stencil papers relating to cause list issued by the Court. 2. Preparation of Judicial Index. 3. Law reporter's Section. 4. Civil and Criminal Statistics including periodical returns received from the subordinate Courts and Tribunals. 5. Enrolment Section. 6. Forms and stationary. 7. Issue section. 8. Administrative record room. 9. Such other matters as would be entrusted to him by the Registrars.
30. Establishment Officer	1. To deal with the Service Books of all Gazetted and non-Gazetted officers and sanction of their leave and increments etc. 2. To deal with the matters of fixation of pay of the gazette and non-Gazetted officers and furnish date for revision of pay scales

	entire establishment. 3. To deal with the matters of reimbursement of cost of medicine, G.I.S claims, encashment of surrender leave cash payment of unutilized leave L.T.C. etc. of the Gazetted and non-Gazetted staff of the Court. 4. Maintenance of all accounts matters and periodical verification of all type of registers maintained in the section excepting maintenance of Judicial and Misc. deposit accounts and issue of Judicial Orders of refund deposits. 5. To deal with all types of advance, namely, G.P.F., festival advance etc. of all the Gazette and non-gazette staff of the Court establishment. 6. To deal with the matter relating to appointment, disciplinary proceedings, leave, promotion and transfer of all Class-III employees of the Court with his endorsement to the Deputy Registrar. 7. To deal with the matters of pension riles, sanction of pension and D.C.R. Gratuity, conditions of service of staff Rules, confirmation and gradation of non-Gazetted members of the staff. He should put up office note in these matters with his endorsement to the Deputy Registrar. 8. To deal with the matter of fixation of yard-stick of the Courts' Establishment and creation of posts. 9. He should offer his views in the matter of pension, unutilized leave of all judicial officers as may be specially entrusted by the Registrar. 10. Drawal of pay bills of Gazetted and non-Gazetted officers including Misc. Bills. 11. To deal with the matter relating to pension and D.C.R. Gratuity of Hon'ble Judges.
31. S.R. & O.C.	1. Verification of Judicial records, Stamps used in those records in order to removal of defects. 2. Administer oath and affirmation to the parties.
32. Chief Accounts Officer	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.
33. Court Officer–cum-Asst. Registrar	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.
34. Court Manager	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 Section and the Recruitment Cell. 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 (a) Effective implementation of the e-Court projects under the supervision of the Central Project Coordinator (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. They also be entrusted with any special of other assignments as would be decided by the Court.
35. Asst. Protocol Officer	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.
36. System Analyst	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.
37. Superintendents/ Section Officers	1. 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. 2. 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.
38. Statistical Officer	1. Compilation of correct and complete statistical and other data at different levels. 2. To post data on website of High Court giving details of institution, filing, disposal and pendency of different types of matters.
39. 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.
40. 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.
41. Superintendent (Typist)	1. 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.
42.Assistant Section Officer	1. 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. 2. 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.
43. Research Assistant	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 maintain it in such a manner, as to be very conveniently retrievable, as and when needed by the Judge, for the any purpose whatsoever. 7. To perform whatever is directed, in the course of imparting training to him, with regard to procedure and substantive law, 8. To assist the Hon'ble Judge in preparing any speech/ academic paper.
44. Typists/Copyists	Prepare copies of judgments, orders, notices letters both in judicial and administrative and paper book.
Office Peon/Class-IV :-	As enumerated in the Appointment of Staff and Condition of Service Rules, 2019 (Appendix -5)
Orderly Peon/ Cook-Cum-Caretaker:-	
Farash:-	
Zamadar:-	
Daftary:-	
Library Attender:-	
Sweepers :-	
Mali :-	
Night Watchman :-	
Class-IV Employees	
Other Class-IV Employees	

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.

YARDSTIC FOR JUDICIAL OFFICERS

A.	IN THE CADRE OF THE DISTRICT JUDGES		
	Nature of cases		**Yardstick fixed (For Disposal of one case)**
	1.	**Special Judge Case (Vigilance)/Special Court/Special CBI Court**	
	a.	Trap case	7 days
	b.	DA/Embezzlement case/ Delhi S.P.E. Cases (C.B.I)	10 days
	2.	Sessions Cases/ NDPS/ POCSO cases/offence under I.P.C. exclusively triable by Court Sessions along with offence under S.C & S.T. (P.A.) Act, 1989.	4 days
	3.	Offence under S.C & S.T. (P.A.), Act, 1989 read with other offences under IPC.	2 days
	4.	Criminal Appeals/Jail Criminal Appeals	1 day from the decisions of Asst. Sessions Judges. 2 cases per day from the decisions of the Judicial Magistrates.
	5.	Criminal Revisions	Two cases per day
	6.	Original Suits/Civil Appeal (RFA)	2 days
	7.	T.M.S, M.S & Other Suits/Election cases	2 days
	8.	Civil Revisions	Two cases per day
	9.	Civil Misc. Appeal/Misc. case/Guardian Petition/Arbitration/Testamentary/Interim Application/ Execution	Two cases per day
	10.	H.R.C. Appeals/ Matrimonial cases	3 days
	11.	Cases under O.P.I.D Act	7 days
	12.	L.A Cases (Land Acquisition Tribunal)	2 days
	13.	**MISCELLANEOUS CASES**	
	a.	Cases under sec.166 under the Motor Vehicles Act	One case in one day
	b.	Cases Under Sec.140 M.V. Act (Contested)	Two cases per day
	c.	Cases Under Sec.140 M.V. Act (Uncontested)	Five cases per day
	d.	Cases under Employees State Insurance Act/ Cases under the Juvenile Justice (Care and Protection of Children Act, 2000)/ Cases under any other Special Act.	One case in one day
	e.	Misc. Cases U/o-21 Rule 58 C.P.C	One case in two days.
	f.	Petition u/o.39 Rule 4 CPC/ Cases under the C.P.C/Crl. Misc. Cases including U/s 408, 440 Cr.P.C and Transfer Petitions.	Eight Cases per day
	g.	Bail applications U/s 438 and 439 Cr. P.C.	Eight Cases per day
	14.	**JUDGE, FAMILY COURT**	
	a.	Contested Suits/ cases under Family Courts Act except proceeding U/s. 125 Cr. P.C.	3 days

	b.	Uncontested Suits, Cases/ I.A. under Family Courts Act	2 cases per day
	c.	Ex-parte cases	5 cases per day
	d.	Proceeding U/s. 125 Cr. P.C.	1 day
	e.	Execution cases	Two cases per day
B.	**CIVIL JUDGE (SENIOR DIVISION)**		
	1.	Contested Title Suits	4 days
	2.	Contested Suits (M.S., T.M.S. & Other Suits)	2 days
	3.	Regular Appeals	1. Two days per Title Appeal. 2. Two Money Appeals per day
	4.	Misc. Appeals	Five per day
	5.	Ex-Parte Suits	Five Suits per day
	6.	Matrimonial cases/Election Cases under Special Acts including Orissa Panchayat Samiti Act/ LA cases	2 days
	7.	Suits/cases relating to commercial Dispute	4 days
	9.	**MISC. JUDICIAL CASES**	
	a.	Cases under the Special Acts/Succession cases/ Final Decree Proceedings/Execution cases/ Arbitration Cases U/s.5, 8, 11, 13, 20 & 30 of Arbitration Act, 1940/ Essential Commodities (Special Provisions) Act.	Two cases per day
	b.	Cases under C.P.C. (Misc case/I.A/MJC)/ S.C.C Suits	Five cases per day
C.	**C.J.M/ ASISTANT SESSIONS JUDGES**		
	1.	sessions	4 days
	2.	Embezzlement cases	5 days
	3.	Principal Magistrate, JJB (All Cases)	2 days
	4.	Magisterial Triable cases	250 cases per year
D	**CIVIL JUDGE (JUNIOR DIVISION)**		
	1.	Title suits	3 days
	2.	Money Suits, T.M.S and other Suits	1 day
	3.	Election Cases under the O.G.P. Act	2 days
	4.	S.C.C. Suits/Interim Application	5 cases per day.
	5.	Final Decree Proceedings/ Execution cases/ Ex-parte Suits	5 cases per day.
E	**CONTESTED CRIMINAL CASES FOR JUDICIAL MAGISTRATES**		
	1.	S.D.J.M/Magistrate taking cognizance	250 cases per year
	2.	Judicial Magistrate and Magistrate not taking cognizance	350 cases per year

	3.	Cases u/s 125 Cr. P.C.	1 day
	4.	Petty Offences u/s 206 Cr. P.C. (Motor Vehicle)/Cases on admission in Criminal side (uncontested)	15 cases per day
F	**INDUSTRIAL TRIBUNAL/LABOUR COURTS**		
	1)	Industrial Dispute Cases u/s 10 & 12	3 days
	2)	I.D. Misc Cases (un-contested)	10 cases per day
	3)	Misc. Cases u/s 33	2 days
G	**SALES TAX TRIBUNAL**		
	1)	Cases of 2 assesses per day	
H	**ENDOWMENT COMMISSIONER/DEPUTY CPMMISSIONER/ADDITIONAL/ASSISTANT COMMISSIONER**		
	1.	Under Sec. 19	1 day
	2.	Under Sec.25	2 days
	3.	Under Sec.41	4 days
	4.	Under Sec.42	4 days
	5.	Under Sec.44	2 days
	6.	Under Sec.68	3 cases per Commissioner and 5 cases per Asst. Commissioner per day.
I	**P.O., EDUCATIONAL TRIBUNAL**		
	1)	G.I.A. cases	3 days.
	2)	Educational Appeal	2 days
	3)	Execution cases	1 day
	4)	I.A.	4 cases per day

INSTRUCTIONS

* Total number of working days per year is to be treated 240 working days.
* Registrars of Civil Courts shall reach the prescribed yardstick/outturn for the days devoted to judicial work.
* For Commissioner Endowments and for Assistant Commissioners Endowments there shall be 50% reduction of working days for the purpose of computation of the outturn.
* In case of adjudication of any proceedings during execution alike a suit, the said proceeding shall be given equal days allotted to the Suit of that Court.

  Example- Order 21 Rule 58, Order 21 Rule 97, 99, 100, 101 C.P.C etc. and Rule 429, 430 of the GR & CO (Civil) Vol-I, 1985 Edition.
* Ditrict judges, senior Civil Judges and Civil Judges who are dealing with first hearing matters shall get 1/5th reduction of days devoted for judicial work.
* Judges/Magistrates taking Cognizance shall get 1/5th reduction of days devoted for judicial work.
* 20% of the days justified by the officers during the year may be given as grace days to the officers, where the pendency is less than-

  In DJ cadre-300 cases

  In CJ (SD) cadre-500 cases

  In CJ (JD) cadre/magisterial courts-1000 cases
* <u>Incentives for disposal of year old cases</u>

  All kinds of 5 to 10 years old cases-25% of the Yardstick prescribed for the case.

  All kinds of 10 to 20 years old cases-50% of the Yardstick prescribed for the case.

  All kinds of more than 20 years old cases-75% of the Yardstick prescribed for the case.

  Cases disposed of through ADR mechanism-10% of the Yardstick prescribed for the case.

(v) The rules, regulations, instructions manuals and records, held by it or under its control or used by its employees for discharging its functions;	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.
(vi) A statement of the categories of documents that are held by it or under its control.	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: Permanent / Additional Sanctioned strength of Hon'ble Judges. 24 / 9 Present strength of Hon'ble Judges. 15 / --

Hon'ble JUDGES OF THE HIGH COURT OF ORISSA

JUDGES OF THE HIGH COURT OF ORISSA

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
1.	Hon'ble Mr. Justice Harish Tandon The Chief Justice LL.B. D.O.B-16.11.1964	(a) (b) 13.04.2010 (c) 26.03.2025	15.11.2026
2.	Hon'ble Mr. Justice Bibhu Prasad Routray B.A.(Hons.), LL.B. D.O.B-01.02.1970	(a) (b) 08.11.2019 (c) 08.11.2019	31.01.2032
3.	Hon'ble Dr. Justice Sanjeeb Kumar Panigrahi LL.M. D.O.B-29.07.1972	(a) (b) 10.02.2020 (c) 10.02.2020	28.07.2034
4.	Hon'ble Miss Justice Savitri Ratho B.A. (Hons.), LL.B. D.O.B-04.07.1968	(a) (b) 11.06.2020 (c) 11.06.2020	03.07.2030
5.	Hon'ble Mr. Justice Mruganka Sekhar Sahoo M.Sc. (Hons.), LL.B. D.O.B-07.09.1971	(a) (b) 19.10.2021 (c) 19.10.2021	06.09.2033
6.	Hon'ble Mr. Justice Radha Krishna Pattanaik B.Sc. (Hons.), LL.B. D.O.B-25.10.1970	(a) (b) 19.10.2021 (c) 19.10.2021	24.10.2032
7.	Hon'ble Mr. Justice Sashikanta Mishra MA, LL.B. D.O.B-17.01.1967	(a) (b) 19.10.2021 (c) 19.10.2021	16.01.2029
8.	Hon'ble Mr. Justice Aditya Kumar Mohapatra B.Com, LL.B. D.O.B-26.02.1969	(a) (b) 05.11.2021 (c) 05.11.2021	25.02.2031
9.	Hon'ble Mr. Justice V. Narasingh B.Com. (Hons.), LL.M. D.O.B-19.01.1967	(a) (b) 14.02.2022 (c) 14.02.2022	18.01.2029
10.	Hon'ble Mr. Justice Biraja Prasanna Satapathy M.Com., LL.B. D.O.B-20.08.1966	(a) (b) 14.02.2022 (c) 14.02.2022	19.08.2028

11.	Hon’ble Mr. Justice Murahari Sri Raman B.Com. (Hons.), LL.B. D.O.B-08.06.1970	(a) (b) 14.02.2022 (c) 14.02.2022	07.06.2032
12.	Hon'ble Mr. Justice Sanjay Kumar Mishra B.Com, LL.B. D.O.B-14.11.1967	(a) (b) 10.06.2022 (c) 10.06.2022.	13.11.2029
13.	Hon'ble Mr. Justice Gourishankar Satapathy B.Sc., LL.B. D.O.B-25.04.1972	a) (b) 13.08.2022 (c) 13.08.2022	24.04.2034
14.	Hon'ble Mr. Justice Chittaranjan Dash B.A., LL.B. D.O.B-12.11.1964	(a) (b) 13.08.2022 (c) 13.08.2022	11.11.2026
15.	Hon'ble Mr. Justice Sibo Sankar Mishra	(a) (b) (c) 05.09.2023	02.05.2030

Officers of the Registry

Available under Directories Tab in the Court’s website

Civil list of the Judicial Officers of the State

Available under Directories Tab in the Court’s website

(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**.
HEAD-I	**OFFICERS OF OSJS & OJS Cadre**		
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	Registrar (Records)	1	Own scale of pay
8	Member Secretary, SCMS	1	Own scale of pay
9	Secretary, Juvenile Justice Committee	1	Own scale of pay
10	Officer on Special Duty (Vigilance)	1	Own scale of pay
11	Deputy Registrar (Judicial)	1	Own scale of pay
12	Special Officer (Admn.)	1	Own scale of pay
13	Special Officer (Special Cell)	1	Own scale of pay
14	Deputy Registrar (A&P)	1	Own scale of pay
15	Central Project Coordinator	1	Own scale of pay
16	Addl. Co-ordinator, Arbitration Centre	1	Own scale of pay
17	Deputy Registrar, Records	1	Own scale of pay
18	Asst. Registrar (Admn.)	1	Own scale of pay
19	Asst. Registrar, Records	2	Own scale of pay
HEAD-II	**OFFICERS AND STAFF OF THE COURT**		
	Group-A		
1	Addl. Registrar (Establishment)	1	1,23,100 – 2,15,900/-
2	Addl. Registrar-cum-Principal Secretary	1	1,23,100 – 2,15,900/-
3	Joint Registrar-cum-Principal Secretary to HCJ	1	78,800 – 2, 09,200/-
4	Joint Registrar (Judicial)	1	78,800 – 2, 09,200/-
5	Joint Registrar (Estt.)	1	78,800 – 2, 09,200/-

6	Addl. Dy. Registrar (J & E)	4	67, 700 – 2, 08, 700/-
7	Addl. Deputy Registrar-cum-Addl. Principal Secretary	3	67, 700 – 2, 08, 700/-
8	Asst. Registrar (Estt.)	1	56, 100 – 1, 77, 500/-
9	Asst. Registrar (Judicial)	5	56, 100 – 1, 77, 500/-
10	Asst. Registrar (J & E)	1	56, 100 – 1, 77, 500/-
11	Asst. Registrar-cum-E.O.	1	56, 100 – 1, 77, 500/-
12	Establishment Officer	1	56, 100 – 1, 77, 500/-
13	Stamp Reporter & Oath Commissioner	1	56, 100 – 1, 77, 500/-
14	Addl. Stamp Reporter and Oath Commissioner	14	56, 100 – 1, 77, 500/-
15	Assistant Registrar-Cum-Senior Secretary	8	56, 100 – 1, 77, 500/-
16	Court Officer-cum-Assistant Registrar	1	56, 100 – 1, 77, 500/-
17	Assistant Registrar (Protocol)	3	56, 100 – 1, 77, 500/-
	Group-B		
18	Superintendent	42	47, 600 – 1, 51, 100/-
19	Secretary	23	47, 600 – 1, 51, 100/-
20	Section Officer	115	44,900-1,42,400/-
21	Section Officer (Translation Branch)	1	44,900-1,42,400/-
22	Personal Assistant	42	44,900-1,42,400/-
23	System Analyst	1	44,900-1,42,400/-
24	Superintendent of Typist Level-I	5	44,900-1,42,400/-
25	Statistical Officer	1	44,900-1,42,400/-
26	Assistant Section Officer	468	35, 400 – 1, 12, 400/-
27	Peripatetic Stamp Reporter	2	35, 400 – 1, 12, 400/-
28	Superintendent of Typist Level-II	11	35, 400 – 1, 12, 400/-
29	Translator	5	35, 400 – 1, 12, 400/-
30	Judicial Indexer	1	35, 400 – 1, 12, 400/-
31	Senior Stenographer	32	35, 400 – 1, 12, 400/-
32	Librarian	1	35, 400 – 1, 12, 400/-
33	Programmer	1	35, 400 – 1, 12, 400/-
34	Head Driver	10	35, 400 – 1, 12, 400/-
34-A	Diary Superintendent	3	35, 400 – 1, 12, 400/-
	Group-C		
35	Junior librarian	1	25, 500-81,100/-

36	Junior Stenographer	55	25, 500-81,100/-
37	Senior Grade Typist	36	25, 500-81,100/-
38	Senior Grade Diarist	15	25, 500-81,100/-
39	Senior Driver	10	25, 500-81,100/-
40	Technical Assistant (Library)	4	21,700-69,100/-
41	Generator Operator	1	21,700-69,100/-
42	Junior Grade Typist/Data Entry Operator	38	19,900-63,200
43	Diarist	37	19,900-63,200
44	Copyist	6	19,900-63,200
45	Driver	37	19,900-63,200
46	Treasury Sarkar	1	18,000-56,900/-
47	Zamadar	91	18,000-56,900/-
48	Duftary	33	18,000-56,900/-
49	Attender	8	18,000-56,900/-
50	Cook-cum-Caretaker	6	18,000-56,900/-
51	Mali-cum-Chowkidar	3	18,000-56,900/-
	Group-D		
52	Orderly & Office Peon	143	16,600-52,400/-
53	Farash	7	16,600-52,400/-
54	Night watchman	3	16,600-52,400/-
55	Mali	25	16,600-52,400/-
56	Gate keeper	1	16,600-52,400/-
57	Permanent Mulia	1	16,600-52,400/-
58	Sweeper	5	16,600-52,400/-
59	Sweeper-cum-Farash	1	16,600-52,400/-
60	Class-IV	87	16,600-52,400/-
HEAD-III	**OFFICERS AND STAFF ON DEPUTATION TO THE COURT**		
	Group-A		
1	Chief Accounts Officer	1	78,800-2,09,200/-
2	Medical Officer (Allopathic)	1	56,100-1,77,500/-
	Group-B		
3	Homeopathy Medical Officer	1	44,900-1,42,400/-
	Group-C		
4	Pharmacist	1	25,500-81,100/-
5	Laboratory Technician	1	25,500-81,100/-
6	Health Worker (Female)	1	21,700-69,100/-
7	Homoeopathy assistant	1	18,000-56,900/-
	Group-D		

	Medical Attendant	1	16,600-52,400/-
HEAD-IV	**Officers and staff under e-courts services**		
	Group-A		
1.	Senior System Officer	2	56,100-1,77,500/-
	Group-B		
2.	System Officer	24	44,900-1,42,400/-
3.	System Assistant	48	35,400-1,12,400/-
	Position in the Centre for Judicial Archives of Odisha		
1..	Director-cum-OSD	1	
2.	Consultant, History	1	As per Advertisement no. 16830 of 2022
3.	Consultant, Law	1	
4.	Law Researchers	4	Rs.30,000/- (Consolidated)
	Tenure Post		
1.	Law Reporter	1	Rs.35,000/- (Consolidated)
2.	Research Assistant	49	Rs.30,000/- (Consolidated)
3.	Assistant Editor	1	Rs.30,000/- (Consolidated)
	Remunerated post		
1	Remunerated copyist	6	Remuneration as fixed by the Govt. from time to time.
OTHERS			
1.	Court Manager	2	35,400-1,12,400/-
	NIC Personnel Deployed at NIC-High Court Computer Centre		
1.	Technical Director	1	---

(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 2021-22 is as follows.**

BUDGET ALLOTMENT, EXPENDITURE AND SURRENDER IN RESPECT OF ORISSA HIGH COURT ESTABLISHMENT (NON-PLAN) (Charged) FOR THE YEAR 2021-22

Revised Statement of Surrender Demand No.-01-2014-00-102-0632-Highcourt Establishment (Non-planned) (Charged)- 2021-22 In Rupees.

1	2	3	4	5	6	7
Major Head, Minor Head, Sub-Head & Primary Unit	Amount of sanctioned grant in Rs.	Amount of modification in Rs.	Final grant (2+3) in Rs.	Amount surrendered in Rs.	Grant as it will stand after surrender (4-5) in Rs.	Remark, Reasons for Savings.
01003-Salaries						
136- Pay	72,10,00,000	-12,89,17,000	59,20,83,000	14,05,00,627	45,15,82,373	
855-Ar.Pay	4,96,80,000	1,32,86,000	6,29,66,000	3,74,14,914	2,55,51,086	
156-D.A.	22,20,00,000	1,44,20,000	23,64,20,000	10,57,28,564	13,06,91,436	
403-H.R.A.	6,00,00,000	-1,04,94,000	4,95,06,000	2,23,41,463	2,71,64,537	
516-R.C.M.	75,00,000	15,00,000	90,00,000	765	89,99,235	
523-Other Allowance	25,00,000	0	25,00,000	2,30,688	22,69,312	
06001-Travel Expenses	40,00,000	0	40,00,000	13,96,492	26,03,508	
07001-L.T.C.	30,01,000	30,00,000	30,01,000	91,014	29,09,986	
08001-Office Expenses		0		0	0	
074-Electricity Dues	2,80,00,000	-30,00,000	2,50,00,000	1,045	2,49,98,955	

149-Water Charges	2,00,000	0	2,00,000	41,745	1,58,255	
154-Telephone Charges	7,35,18,000	3,82,51,000	11,17,69,000	6,07,61,959	5,10,07,041	
397-Motor Vehicles	1,30,00,000	0	1,30,00,000	3,33,252	1,26,66,748	
506-Other Contingencies	4,20,00,000	7,58,04,000	11,78,04,000	1,13,22,503	10,64,81,497	
30001-Purchase of Motor Vehicles	1,000	2,00,00,000	2,00,01,000	5,85,046	1,94,15,954	
78118-Upgradation of Computer	1,17,00,000	2,18,56,000	3,35,56,000	6,18,965	3,29,37,035	
78012-Computer Consumables	41,87,000	3,66,000	45,53,000	733	45,52,267	
33011-Spares and Services	70,00,000	16,35,000	86,35,000	35,67,779	50,67,221	
12001-Cosulting Charges	1,000	0	1,000	1,000	0	
26001-Sumptuary Allowance	90,00,000	0	90,00,000	34,19,926	55,80,074	
32004-Equipments(plan)	1,00,00,000	17,55,00,000	18,55,01,000	1,000	18,55,00,000	
Total 102- 0632-High Court Establishment	**1,26,82,88,000**		**1,48,84,96,000**	38,83,59,480	1,10,01,36,520	

Statement of Surrender under Demand No.-01-2014-00-102-0632-Highcourt Establishment (Non-planned) (Charged)-2022-23.

1	2	3	4	5	6	7
Major Head, Minor Head, Sub-Head & Primary Unit	Amount of sanctioned grant in Rs.	Amount of modification in Rs.	Final grant (2+3) in Rs.	Amount surrendered in Rs.	Grant as it will stand after surrender (4-5) in Rs.	Remark, Reasons for Savings.
01003-Salaries						
136- Pay	82,70,73,000	-18,92,00,000	63,78,73,000	10,33,17,000	53,45,56,000	Due to vacancies in the Bench as well as in the Ministerial staff cadre
855-Ar.Pay	3,32,86,000	40,00,000	3,72,86,000	11,22,000	3,61,64,000	
156-D.A.	32,68,58,000		32,68,58,000	12,27,69,000	20,40,89,000	
403-H.R.A.	9,67,50,000		9,67,50,000	6,38,14,000	3,29,36,000	
516-R.C.M.	1,10,00,000	20,00,000	1,30,00,000	14,440	1,29,85,560	
523-Other Allowance	28,00,000	7,00,000	35,00,000	3,18,000	31,82,000	
06001-Travel Expenses	80,00,000	-20,00,000	60,00,000	8,98,280	51,01,720	
07001-L.T.C.	1,20,00,000	20,00,000	1,40,00,000	36,52,367	1,03,47,633	
08001-Office Expenses						
074-Electricity Dues	3,00,00,000	1,40,00,000	4,40,00,000	68,15,992	3,71,84,008	
149-Water Charges	1,00,000		1,00,000	0	1,00,000	
154-Telephone Charges	6,20,30,000	7,50,00,000	13,70,30,000	6,953	13,70,23,047	
397-Motor Vehicles	1,90,00,000		1,90,00,000	26,45,114	1,63,54,886	
506-Other Contingencies	8,00,00,000	8,00,00,000	16,00,00,000	3,07,847	15,96,92,153	
30001-Purchase of Motor Vehicles	3,12,00,000		3,12,00,000	26,13,206	2,85,86,794	
78118-Upgradation of Computer	9,32,00,000	17,52,00,000	26,84,00,000	36,750	26,83,63,250	
78012-Computer Consumables	42,60,000	40,00,000	82,60,000	758	82,59,242	
33011-Spares and Services	86,35,000		86,35,000	3,89,148	82,45,852	
12001-Cosulting Charges	1,000		1,000	1,000	0	
26001-Sumptuary Allowance	93,00,000		93,00,000	16,54,678	76,45,322	
32004-Eqipments(PLAN)	1,00,01,000	3,48,31,000	4,48,32,000	1000	4,48,31,000	
Total 102- 0632-High Court Establishment			**1,86,60,25,000**	**31,03,77,533**	**1,55,56,47,467**	

Statement of Surrender under Demand No.-01-2014-00-102-0632-Highcourt Establishment (Non-planned) (Charged)- 2023-24.

In Rupees.

1	2	3	4	5	6	7
Major Head, Minor Head, Sub-Head & Primary Unit	Amount of sanctioned grant in Rs.	Amount of modification in Rs.	Final grant (2+3) in Rs.	Amount surrendered in Rs.	Grant as it will stand after surrender (4-5) in Rs.	Remark, Reasons for Savings.
01003-Salaries						
136- Pay	82,86,91,000	-2,98,00,000	**79,88,91,000**	20,90,77,000	**58,98,14,000**	
855-Ar.Pay	2,00,00,000	3,00,000	**2,03,00,000**	19,000	**2,02,81,000**	
156-D.A.	36,19,58,000		**36,19,58,000**	9,99,10,000	**26,20,48,000**	
403-H.R.A.	9,87,54,000		**9,87,54,000**	6,55,43,000	**3,32,11,000**	
516-R.C.M.	1,10,00,000	25,00,000	**1,35,00,000**	9,571	**1,34,90,429**	
523-Other Allowance	1,19,74,000		**1,19,74,000**	91,58,000	**28,16,000**	
06001-Travel Expenses	1,00,00,000	10,00,000	**1,10,00,000**	23,75,530	**86,24,470**	
07001-L.T.C.	1,40,00,000		**1,40,00,000**	52,95,440	**87,04,560**	
074-Electricity Dues	5,00,00,000		**5,00,00,000**	93,06,180	**4,06,93,820**	
149-Water Charges	1,00,000		**1,00,000**	2,090	**97,910**	
154-Telephone Charges	9,16,13,000	2,50,00,000	**11,66,13,000**	17,371	**11,65,95,629**	
397-Motor Vehicles	1,95,25,000	25,00,000	**2,20,25,000**	763	**2,20,24,237**	
506-Other Contingencies	18,00,00,000	3,05,62,000	**21,05,62,000**	1,902	**21,05,60,098**	
30001-Purchase of Motor Vehicles	1,50,00,000	-25,00,000	**1,25,00,000**	1,20,25,484	**4,74,516**	
78118-Upgradation of Computer	24,68,00,000		**24,68,00,000**	4,900	**24,67,95,100**	
78012-Computer Consumables	77,09,000	15,00,000	**92,09,000**	32,828	**91,76,172**	
33011-Spares and Services	86,35,000	13,50,000	**99,85,000**	4,76,429	**95,08,571**	
12001-Cosulting Charges	1,000		**1,000**	1,000	**0**	
26001-Sumptuary Allowance	1,00,00,000		**1,00,00,000**	28,01,884	**71,98,116**	
32004- Eqipments(PLAN)	10,09,00,000		**10,09,00,000**	0	**10,09,00,000**	
Total 102- 0632-High Court Establishment			**2,11,90,72,000**	41,60,58,372	**1,70,30,13,628**	

N.B. :- Revised Surrender Statement after receipt of actuals for the month of March,24 from A.G.(A&E), Odisha.

Sd/-

Registrar(Judicial)