



## PROCEEDINGS

Sub: Estt., High Court, Madras – Allocation of work among the Registrar General, Registrar (Judicial), Registrar (Administration), Registrar (Management), Registrar (District Judiciary), Registrar (IT-cum-Statistics) and Registrar-cum-Special Officer (Liaisoning), High Court, Madras – orders issued.

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Read: 1.High Court's Proceedings in R.O.C.No.59/2009-Con.B2,  
dated 30.11.2009.  
2.High Court's Proceedings in R.O.C.No.25/2014-Con.B2,  
dated 01.10.2014.

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### **ORDER: R.O.C.No.32940-A/2016/B2, DATED:03.04.2017**

The Government in G.O. (Ms). No.743, Home (Courts-II) Department, dated 27.10.2016, have issued orders that the post of Joint Registrar-cum-Special Officer (Liaisoning), High Court, Madras, be upgraded as Registrar and designated as Registrar-cum-Special Officer (Liaisoning), High Court, Madras.

In view of the above, for smooth and effective administration of the Registry and to monitor and carry out the works in all Sections in the Principal Seat, the Hon'ble The Acting Chief Justice, High Court, Madras is pleased to revise the allocation of work among the Registrar General, Registrar (Judicial), Registrar (Administration), Registrar (Management), Registrar (District Judiciary), Registrar (IT-cum-Statistics) and Registrar-cum-Special Officer (Liaisoning), High Court, Madras, with effect from 03.04.2017, as specified hereunder:

**REGISTRAR GENERAL:**

**Matters to be placed before the Hon'ble Chief Justice / Hon'ble Committee / Hon'ble Judges:**

1. Overall Administration and Policy matters.
2. Matters relating to Full Court and Administrative Committee.
3. Chief Justices' conference, Chief Ministers and CJs conference, and Finance Commission.
4. Finance and Budget of the High Court.
5. Matters relating to Madurai Bench of Madras High Court.
6. Matters regarding recruitment, appointments, seniority, postings, regularization, Transfers, Promotion, ACP, retirement, and punishment in respect of Judicial Officers.
7. Recruitment, appointments, promotions, seniority, deputation, retirement and major punishment in respect of the Officers and staff of the High Court and matters relating to Law Clerks.
8. Recording of ACR on the Judicial Officers in cadre of District Judge in the State of Tamil Nadu State Judicial Service and Puducherry Judicial Service.
9. Constitution/shifting of Courts and realignment of Courts in the State of Tamil Nadu and Union Territory of Puducherry.
10. Appointment of Vacation Judges of Civil and Criminal Side of Subordinate Judiciary.
11. Sanction of Staff car for the High Court Officers.
12. Appeal petitions relating to Disciplinary matters of the Staff of Subordinate Judiciary.
13. Recording of Annual Confidential Reports on the Officers of the High Court.
14. Matters relating to transfer and postings of CAOs and Sherishtadar of Subordinate Courts and matters relating to Court Managers functioning in the State of Tamil Nadu.
15. Deputation of Staff of the High Court to other departments and for training.
16. Matters relating to Pecuniary Limits of the Original Jurisdiction of the High Court and Subordinate Courts.
17. Issuance of circulars etc., to the Subordinate Courts based on the Judicial Orders.

**Matters to be dealt by Registrar General independently :-**

18. Furnishing of information to Government of India, Government of Tamil Nadu, Law Ministry, Parliamentary and Legislative Questions prepared by the Registrars.
19. All matters dealt by the Registrar (Admin), Registrar (Management), Registrar (District Judiciary) and Registrar (IT-cum-Statistics) before being placed before appropriate Committee.
20. Communications relating to Vigilance Cell, High Court, Madras.
21. Matters relating to accounts of the High Court.
22. Regularisation, declaration of probation, imposing of minor punishment, transfer and postings of High Court Officers and Staff of the High Court.
23. Reference to Tamil Nadu Public Service Commission and Governments.
24. All matters relating to Judicial Academy.
25. Sanction of House building advance to the Officers and Staff of the High Court.
26. Matters which are not specifically allotted to other Officers.
27. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

**REGISTRAR (JUDICIAL):**

1. Work of setting the sitting list including vacation sitting and allotment of Court-halls in the Principal Seat of Madras High Court.
2. Cause List Committee, Committee on Criminal and Civil Justice Reforms, Committee for maintenance of Order Sheets, Committee for file maintenance in the High Court.
3. Matters relating to Appellate Side and Original Side - Supervision of Judicial, Writ, Criminal and Original Side Departments - routine inspection of the same .
4. Transfer of Criminal, Civil and Sessions Cases.
5. Matters relating to legal practitioners - Pleaders, Attorneys, Vakils and Advocates and designation of Senior Advocate.
6. In-charge of Copy issuance in Current Section, CD Section, CCC (Civil and Criminal) and Original Side Copy Applications Section in the High Court.
7. Appointment of Oath Commissioners, Official Receivers and matters connected therewith.
8. Presidency Towns Insolvency Act and work of the Official Assignee.
9. Matters relating to Lok Adalats, Mediation, Arbitration and Juvenile Justice Boards.

10. Any policy matters in the above subjects, subject to the approval of the Registrar General.
11. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

**REGISTRAR (ADMINISTRATION):**

**Matters to be placed before the Hon'ble Chief Justice / Hon'ble Committee / Hon'ble Judges:**

1. All matters concerning the High Court Buildings, including allotment of Chambers to Hon'ble Judges, garden and allotment of Law Chambers in the High Court and Motor Vehicles of High Court.
2. Bar Associations, Advocate Associations etc., and their requests.
3. Security of High Court premises including waste disposal.
4. Entire matters relating to PWD of the High Court.
5. Matters relating to quarters for the officers and staff of the High Court.
6. Accommodation relating to Advocate's Clerks, Advocate Notary, Stamp Vendor, Canteen, Associations etc., in the premises of the High Court.

**Matters to be dealt by the Registrar (Administration) independently:-**

7. Maintenance of High Court Premises.
8. Sanction of G.P.F. withdrawals by the Officers and Staff of the High Court.
9. Grant of pensionary benefits to Officers and staff of the High Court.
10. Issuance of Identity Cards to Officers and Staff of High Court and issuance / renewal of Identity Cards to Advocate's Clerks .
11. Stationery stores and forms of the High Court.
12. Audit notes / matters relating to High Court.
13. Permission to Officers and staff of the High Court to pursue higher studies.
14. All cases regarding grant of 'Conveyance Allowance' to the physically handicapped employees of the High Court.
15. Permission to Officers and Officials of the High Court to attend Court proceedings as witnesses.
16. Administrative work of the Judicial branches not otherwise specifically provided for.
17. All the matters to be placed before the Hon'ble Committees to be routed through Registrar General.
18. Any policy matters in the above subjects and proposal to the Government, subject to the approval of the Registrar General.
19. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

**REGISTRAR (MANAGEMENT):**

**Matters to be placed before the Hon'ble Chief Justice / Hon'ble Committee / Hon'ble Judges:**

1. All Matters relating to Subordinate Court buildings and Judicial Officers Quarters.
2. Administrative Records.
3. Allocation of furniture, repairing and varnishing them and matters relating to Motor Vehicles, supply of bi-cycles, clothes, fire extinguishers, etc. for High Court and their maintenance.
4. Matters relating to Library of the High Court.
5. Notary Public, Official Receivers and their Audit Reports and Inspection Notes.

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6. Motor vehicle of the Subordinate Courts.
7. Matter relating to printing of books / documents and compilation.
8. Record rooms and loss of records of the High Court.

**Matters to be dealt by the Registrar (Management) independently:-**

9. Matters relating to Law Reports and Law Journals.
10. Matters relating to the fixation of pay and sanction of increments in respect High Court Officers and staff.
11. Sanction of Loans and Advances except House Building Advance to the Officers and staff of the High Court.
12. Sanction of Leave to the High Court staff members from cadre of Reader/Examiner and equal cadre and above (upto 5 days).
13. Remuneration to P.As to the Hon'ble Judges.
14. Lapsed Deposits, Deposit accounts of High Court and Subordinate Courts.
15. Matters relating to Guardians and Wards and their accounts.
16. Matters regarding forwarding of applications of officers of the High Court to other Department/offices.
17. All the matters to be placed before the Hon'ble Committees to be routed through Registrar General.
18. Any policy matters in the above subjects and proposal to the Government, subject to the approval of the Registrar General.
19. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

**REGISTRAR (DISTRICT JUDICIARY):**

**Matters to be placed before the Hon'ble Chief Justice / Hon'ble Committee / Hon'ble Judges:**

1. Complaints and petitions against Judicial Officers and Staff of District Judiciary other than corruption and moral turpitude which are to be dealt with by Vigilance Cell.
2. Observance of holidays and timings of the Subordinate Courts.
3. Permission to the Judicial Officers for pursuing higher studies.
4. Matters relating to encashment of leave, LTC, Additional Charge Allowances, NOC for obtaining/renewal of Passport and to undertake foreign trips in respect of Judicial Officers and sanction of GPF to Judicial Officers.
5. Budget matters relating to the Subordinate Courts.
6. Audit notes / matters relating to the Subordinate Courts.
7. Matters relating to the transfer of Subordinate Courts Officials from one District to another. (except Sherishtadars and Chief Administrative Officers) and their grievance.
8. Inspection of Subordinate Civil Courts by the Hon'ble Judges and Inspection reports by the Principal District Judges / Chief Judicial Magistrates.
9. Annual Administration of Justice (Civil) Report - Salient features consolidated for being forwarded to the Government.
10. Surprise inspection reports - both Civil and Criminal.
11. Production of prisoners and administrative supervision of Subordinate Criminal Courts.
12. Matters relating to reconstruction of missing case records in subordinate courts.
13. Matters relating to granting of reimbursement of House Rent for Judicial Officers.
14. Forwarding of application of Judicial Officers in the State of Tamil Nadu and Puducherry for employment/appointment on deputation to other departments.
15. Granting of permission to Judicial Officers to attend Court proceedings/ Courts as witnesses in personal capacity.
16. Grant of permission to a Judicial Officer to leave headquarters daily for going to his place of residence situated outside the headquarters or otherwise.
17. Communication from Subordinate Courts relating to boycott of Courts by advocates.
18. Matters relating to Jail visit made by the Judicial Officers.
19. Matters relating to Legal Cell of the High Court (subject to approval of Registrar General).

20. Representations from the Bar / Advocate Associations in the State of Tamil Nadu and U.T. of Puducherry excluding the High Court.

**Matters to be dealt by the Registrar (District Judiciary) independently:**

21. Sanction of leave to the officers and staff members of the High Court above the cadre of Reader / Examiner (above five days).
22. Matters relating to encashment of leave, LTC, Additional Charge Allowances, NOC for obtaining / renewal of Passport and to undertake foreign trips in respect of Officers and Staff of the High Court.
23. Matters relating to pensionary benefits of Judicial Officers.
24. All the matters to be placed before the Hon'ble Committees to be routed through Registrar General.
25. Any policy matters in the above subjects and proposal to the Government, subject to the approval of the Registrar General.
26. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

**REGISTRAR (IT-CUM-STATISTICS)**

**Matters to be placed before the Hon'ble Chief Justice / Hon'ble Committee / Hon'ble Judges:**

1. Matters relating to Disciplinary Proceedings against Judicial Officers, High Court Officers and staff of High Court and District Judiciary (other than the matters dealt with by Vigilance cell).
2. Recording of ACR on the Judicial Officers in cadre of Senior Civil Judge and Civil Judge in the Tamil Nadu State Judicial Service and Puducherry Judicial Service.
3. All matters relating to permission / sanction under Government Servant conduct Rules to the Judicial Officers including sanction of loans and advances and review of property statement thereto.
4. Matters relating to Family Courts and Special Courts other than constitution.
5. All matters relating to Computerisation of High Court Madras, Madurai Bench of Madras High Court and District Judiciary.
6. Matters relating to proposal for procurement of Hardware and Software for High Court, Madras and Madurai Bench of Madras High Court.
7. Implementation of E-Court Project in the State of Tamil Nadu and Union Territory of Puducherry.
8. Matters relating to IT products, Telephone, Mobiles phones, Internet, Broad band facility etc., to the High Court and residence of Hon'ble Judges and Officers.

9. Matters relating to maintenance of IT products in the High Court, Madras, Madurai Bench of Madras High Court and Subordinate Courts in the State of Tamil Nadu and Union Territory of Puducherry.
10. Budget matters relating to Computerization of High Court and Subordinate Courts.
11. Forwarding information to the Government of India, Government of Tamil Nadu, Law Ministry, Parliamentary and Legislative Questions. (Subject to approval of Registrar General)
12. Model Courts and Paperless Courts.
13. Matters relating to further continuance of temporary Courts, temporary staff etc.,
14. Conferment of Powers on the Judicial Officers with regard to Civil, Criminal and Special Courts and Tribunals.
15. Statistics of cases in High Court and Subordinate Courts, monitoring the pendency and disposal of cases, norms, Criminal and Civil Justice reforms.
16. Digitization of High Court and Subordinate Courts records.
17. Press and Media in the High Court.
18. List System - Observance of list system in the City Civil Court and Small Causes Court and observance of monthly list system in all subordinate courts.
19. Effective implementation of Case Management.

**Matters to be dealt by the Registrar (IT-cum-Statistics) independently:**

20. In-charge of National Information Centre (NIC) in the High Court.
21. Chief Project Coordinator of E-Court Project with the E-Committee, Supreme Court of India.
22. Stores and Stocks of IT product in the High Court.
23. Digital Boards in the High Court Madras and Madurai Bench of Madras High Court.
24. Updating National Arrears Grid.
25. E-mail facility to the Hon'ble Judges of the High Court and to the High Court, Subordinate Courts, and to the Judicial Officers.
26. In-charge of High Court website and up-dation of the same from time to time.
27. Video Conference facility in the High Court and Subordinate Courts.
28. Enhancement of subsistence allowance during the suspension period of Officers and Staff of High Court.
29. Matters relating to permission/sanction required under Tamil Nadu Government Servant Conduct Rules to the staff and Officers of the High Court and review of property statements.
30. All the matters to be placed before the Hon'ble Committees to be routed through Registrar General.



31. Any policy matters in the above subjects and proposal to the Government, subject to the approval of the Registrar General.
32. Other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

**REGISTRAR-CUM-SPECIAL OFFICER (LIAISONING):**

**Matters to be dealt by the Registrar-cum-Special Officer (Liaisoning) independently:**

1. Approval of pay bills, Fuel bills, Medical bills, Proceedings for Medical bills, LTC bills, TA bills, EB bills of Bungalows & Private Residences, GPF bills, Paper bills and Miscellaneous bills etc.
2. Allotment of Government Bungalows to the Hon'ble Judges after the orders from Hon'ble Chief Justice and maintenance of the Official residence of Hon'ble Judges, both Government Bungalows and Private residences.
3. Arrangements for Swearing in Ceremonies and Farewell functions of the Hon'ble Judges.
4. Maintenance of CL and EL Particulars of the Hon'ble Judges.
5. Deputation of staff to the various hospitals for the Hon'ble Judges and dependants for assisting during the course of treatment.
6. Fixing up appointments with Laboratories and Home visits.
7. Fixing up of appointments with Specialities in various hospitals.
8. Deputation of staff to the hospitals to assist the Hon'ble Judges and family members.
9. Coordinating with hospitals and laboratories for collecting of reports and getting of bills.
10. Initiation and maintenance of files relating to various Commission/ Tribunals in respect of the Hon'ble Judges / Retired Hon'ble Judges.
11. All types of correspondence to the various Government Departments/ Accountant General in respect of Pension and other matters etc., of Hon'ble Judges, Retired Hon'ble Judges and Officers.
12. Preparation of Circulars to be sent in respect of High Tea, Lunch and Dinner etc.
13. Preparation of Pension and other terminal benefits of the Retiring Hon'ble Judges.
14. Preparation of Income Tax Statement and issuance of Form 16 to the Hon'ble Judges / Others.
15. Arrangements for Independence day/ Republic day/ including arrangements of Refreshment and deputation of staffs to assist the said functions.
16. Settlement of credit bills to the hospitals.
17. All other miscellaneous works as and when directed by the Hon'ble Judges.

**Retired Hon'ble Judges:**

1. Approval of Medical bills and proceedings.
  2. Credit letters to the various hospitals in respect of Hon'ble Retired Judges treatment and settlement of credit bills to the hospital authorities.
  3. Issuance of proceedings in respect of Domestic Help Allowance/Telephone reimbursement claim for Retired Hon'ble Judges / Spouses.
  4. Monitoring the grievance of the Retired Hon'ble Judges of the High Court.
  5. Any other urgent needs of the Retired Hon'ble Judges.
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**OFFICERS: (Sub Assistant Registrar to Registrar General):**

1. Approval of the Salary bills, Medical Bills, LTC bills, GPF bills, TA bills, Fuel bills, Paper bills etc.,
2. Approval of the Income Tax Statement and issuance of Form 16 to the Officers.
3. Approval of all types of correspondence in respect of the Officers.

**MEETINGS:**

1. In Charge of the day to day Committee Meeting, Full Court Meeting, weekly Lunch & High Tea etc.,
2. Arrangement of mementos for Official dinner and hotel arrangement in respect of welcome and Retirement functions of the Hon'ble Judges and other visiting Dignitaries.
3. Settlement of Cash bills / Credit bills in respect of day to day meetings and other functions after approval of the Hon'ble Finance Committee and Hon'ble the Chief Justice.
4. Any policy matters and proposal to the Government, subject to the approval of the Registrar General.
5. Any other matters that may be specifically allotted by the Hon'ble The Chief Justice from time to time.

The aforesaid reallocation of work supersedes the allocation of work already made among the Registrar General, Registrar (Judicial), Registrar (Administration), Registrar (Management), Registrar (District Judiciary) and Registrar (IT-cum-Statistics), High Court, Madras vide High Court's Proceedings read above.

**HIGH COURT, MADRAS.**  
**DATED: 03.04.2017.**

  
**REGISTRAR GENERAL (I/c)**

**To**

1. The Registrar General, High Court, Madras.
2. The Registrar (IT-cum-Statistics), High Court, Madras.
3. The Registrar (Judicial), High Court, Madras
4. The Registrar (Management), High Court, Madras.
5. The Registrar (District Judiciary), High Court, Madras.
6. The Registrar (Administration), High Court, Madras.
7. The Registrar-cum-Special Officer (Liaisoning), High Court, Madras.

**Copy to**

1. The Registrar (Vigilance), High Court, Madras.
2. The Officer on Special Duty, High Court, Madras.
3. The Registrar-cum-Private Secretary to the Hon'ble The Chief Justice, High Court, Madras.
4. The Additional Registrar (Vigilance), High Court, Madras.
5. The Official Assignee, High Court, Madras.
6. The Registrar (Judicial), Madurai Bench of Madras High Court, Madurai.
7. The Registrar (Administration), Madurai Bench of Madras High Court, Madurai.
8. All the Officers, High Court, Madras.
9. All the Head of Sections, High Court, Madras.
10. The Record Keeper, A.D. Records, High Court, Madras.



## PROCEEDINGS

Sub: Estt., High Court, Madras - certain posts in the cadre of Deputy Registrar, Assistant Registrar, Sub Assistant Registrar and Librarian newly sanctioned – Officers posted – consequent to sanctioning of aforesaid posts, revised allocation of work among the Officers in the cadre of Joint Registrar, Deputy Registrar, Assistant Registrar, Sub Assistant Registrar and Librarian in the Principal Seat – orders issued.

Read: 1.High Court's Proceedings in R.O.C.No.32940-A/2016/B2,  
dated 04.05.2016.  
2.High Court's Proceedings in R.O.C.No.32940-A/2016/B2,  
dated 25.10.2016 .

### ORDER: R.O.C.No.32940-A/2016/B2, DATED:03.04.2017

The Government in G.O.(Ms).No.753 Home (Courts-IV) Department, dated 03.11.2016, G.O.(Ms).No.759 Home (Courts-II) Department, dated 11.11.2016, G.O.(Ms).No.783 Home (Courts-II) Department, dated 16.11.2016 and in G.O.(Ms).No.92 Home (Courts-V) Department, dated 27.01.2017, have issued orders sanctioning various additional posts to the Principal Seat and Madurai Bench of Madras High Court, Madurai. Among them, two posts in the cadre of Deputy Registrar, six posts in the cadre of Assistant Registrar, six posts in the cadre of Sub Assistant Registrar and one post in the cadre of Librarian were allotted to the Principal Seat of High Court, Madras and the said newly sanctioned posts were filled up except Librarian (Arbitration Centre).

In view of the above, for smooth and effective administration of the Registry and to monitor and carry out the works in all Sections in the Principal Seat, the Hon'ble The Acting Chief Justice, High Court, Madras is pleased to reallocate the work among the Joint Registrars, Deputy Registrars, Assistant Registrars, Sub Assistant Registrars and Librarian with effect from 03.04.2017.

The aforesaid reallocation of work among the Officers are hosted in the Madras High Court's local intranet (192.168.1.90/mhc/index.php).

The aforesaid reallocation of work supersedes the allocation of work already made among the Officers in the cadre of Joint Registrar, Deputy Registry, Assistant Registrar, Sub Assistant Registrar and Librarian in the Principal Seat.

**HIGH COURT, MADRAS.**  
**DATED: 03.04.2017.**

*R. J. mi*  
*03/04/2017*  
**REGISTRAR GENERAL**

**To**

1. All the Officers, High Court, Madras.
2. All the Head of Sections, High Court, Madras. (with a direction to bring this to the notice of all the members of staff working under their control).

**Copy to:**

1. The Registrar (Vigilance), High Court, Madras.
2. The Registrar (IT-cum-Statistics), High Court, Madras.
3. The Registrar (Judicial), High Court, Madras
4. The Registrar (Management), High Court, Madras.
5. The Officer on Special Duty, High Court, Madras.
6. The Registrar-cum-Private Secretary to the Hon'ble The Chief Justice, High Court, Madras.
7. The Additional Registrar (Vigilance), High Court, Madras.
8. The Registrar (District Judiciary), High Court, Madras.
9. The Registrar (Administration), High Court, Madras.
10. The Registrar-cum-Special Officer (Liaisoning), High Court, Madras.
11. The Official Assignee, High Court, Madras.
12. The Registrar (Judicial), Madurai Bench of Madras High Court, Madurai.
13. The Registrar (Administration), Madurai Bench of Madras High Court, Madurai.
14. The Record Keeper, A.D. Records, High Court, Madras.

## ALLOCATION OF WORK AMONG THE JOINT REGISTRARS

### JOINT REGISTRAR (PROTOCOL)

1. Overall control, supervision and monitoring of Protocol Section.
2. To attend to the matters relating to the visits of the Hon'ble The Chief Justice and the Hon'ble Judges of this High Court and Hon'ble Chief Justice and Hon'ble Judges of Other High Courts and the Hon'ble Chief Justice of India and Hon'ble Judges of the Supreme Court (and other retired Hon'ble Judges)
3. To attend to the matters relating to arrangements for Their Lordships' stay, arranging transport facilities during visits and security arrangements, etc.
4. Overall supervision of fax and telex in the Protocol Section.
5. Any other matter as may be directed by the Registrar General.

### JOINT REGISTRAR (COMPUTER)

1. Overall control, supervision and monitoring of Computer Section.
2. Overall supervision of Computerisation of High Court, City Courts in Chennai and all Subordinate Courts in Tamil Nadu and Union Territory of Puducherry.
3. Supervision of Computerised (CCC Criminal) Bail Order Section.
4. Monitoring and supervising the Indenting Logo papers and accounting therefor.
5. Overall supervision of Indenting Computerised Bill to be used in the cash counters of Interim order, Bail and Final Order Sections and accounting therefor.
6. Overseeing the maintenance of Computers, Laptops and I-Pads provided to the Honourable Judges.
7. Approval of all the IT consumables' requirements for the Home Offices of the Hon'ble Judges and for various Sections in the High Court, through Stationery Section.
8. All other works relating to computers and allied matters of High Court and the Subordinate Courts.
9. Any other matter as may be directed by the Registrar General.

### JOINT REGISTRAR (RTI ACT)

1. Overall control, supervision and monitoring of RTI Section.
2. Matters relating to Right to Information Act.
3. All matters pertaining to Libraries in the High Court Campus.
4. Any other matter as may be directed by the Registrar General.

**JOINT REGISTRAR (A.S.)**

1. Overall control, supervision and monitoring of Appeal Examiners Section; Judicial Department including Judicial Notice Section and Cause List Section
2. Conducting Court twice a month with an interval of two weeks in matters relating to amendment of cause title, bringing the L.Rs on record, default cases, third party copy applications, etc.
3. Issue of motion letters.
4. To order notices in First Appeals.
5. Condoning the delay in re-presentation of Appeal Suits etc., and submitting Notes before the Hon'ble Courts regarding maintainability of appeals, revisions etc.
6. Checking of Receipts and Withdrawals of Court Deposits relating to Appeal Suits etc.,
7. Any other matter as may be directed by the Registrar General.

**JOINT REGISTRAR (O.S.)**

1. Overall control, supervision and monitoring of entire Original Side, including O.S. Records Section, Bailiff/ Nazir Section and Commercial Cases Section.
2. Assigning of approval works to Assistant Registrars and Sub Assistant Registrars.
3. Admission of all original petitions for probate, letters of administration and Succession Certificates and Petitions under the Guardian and Wards Act, Indian Divorce Act, Companies Act, Arbitration Act, Patents and Designs Act and other Special Acts and directing the issue of notices and citations, under Trust Act, under State Financial Corporation Act and Conciliation Act. Admission of O.Ps under different enactments.
4. Passing of company petitions.
5. Issue of Court Fee Refund Certificates.
6. Conducting Insolvency Court – Public Examination of Insolvents.
7. Receipt attestation in Receipt book and Ledger regarding Original side Accounts, maintained in Account Section.
8. Passing of cheque applications in Original Side Account.
9. Approving the drafted orders / decrees or orders of the Court in Company Petitions.
10. Any other matter as may be directed by the Registrar General.

**JOINT REGISTRAR (JUDICIAL)**

1. Overall control, supervision and monitoring of Current Section, including C.C.C (Civil and Criminal), C.O. Department and C.D. Section.
2. Assigning of approval works to Assistant Registrars.
3. Custody and in-charge of High Court "Embossing Seal".
4. Attending all communications from the Advocates with regard to complaints relating to copy applications and all matters connected to Current Section, including C.C.C (Civil and Criminal) and C.O. Department
5. Approval of all Notes, Report / Remarks and other correspondence relating to CO Department, CCC and Current Section.
5. Any other matter as may be directed by Registrar General.

**JOINT REGISTRAR (WRITS)**

1. Overall control, supervision and monitoring of Writ (Main), Writ (A.E.) and Writ (Grouping) Sections.
2. *Suo-motu* W.Ps. or any such matters as directed by the Hon'ble The Chief Justice.
3. Attending to Motion Letters and the Letters presented by the Advocates requesting posting of Writ Petitions and Writ Appeal cases.
4. Signing of all returns made by the Writ A.E. Section and approval of office notes to be submitted before the Hon'ble Courts regarding maintainability of Writ Petitions.
5. Supervision of Rule Nisi – notice section.
6. Supervision of regulation of posting systems and lists.
7. To submit reports to the Registrar (Judicial) as and when required.
8. Any other matter as may be directed by the Registrar General.

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## **ALLOCATION OF WORK AMONG THE DEPUTY REGISTRARS**

### **DEPUTY REGISTRAR (ADMN. - I)**

1. Overall control, supervision and monitoring of Overseer, Additional Overseer, Sergeant, Drivers, Record Assistants, Jamedars, Court Keepers, Duffedars, Lift Operators, Binders, Gollahs and Chobdars.
2. Posting of Office Assistants to various sections in the Office, Courts and Residences of The Hon'ble Judges & Registrars and posting of Drivers in the office and residences of The Hon'ble Judges & Registrars.
3. Supervision and over-all in-charge of Establishment Section, Madurai Bench Cell & Rule Amendment Cell (other than TNJMS Rules)
4. Sanctioning of all kinds of leave, including Surrender of Earned Leave, Pay Fixation, Periodical Increments, Advancement to Selection Grade, Special Grade Fixation, Pay anomalies, Granting of pension, Forwarding of Applications to the Government for allotment of Housing Board/ P.W.D. Quarters to all Office Assistants, Chobdars, Drivers, Duffedars, Lift Operators, Record Assistants, Binders, Gollahs, Jamedars, Court Keepers, and Sergeant.
5. Sanctioning of C.L., R.H. and C.H. to the Overseer and Additional Overseer.
6. Any other matter as may be directed by the Registrar General.

### **DEPUTY REGISTER (ADMN.-II)**

1. Overall control, supervision and monitoring of Record Clerks, Sweepers, Scavengers, Gardeners, Watch and Ward etc.
2. Sanctioning of all kinds of leave including surrender of Earned Leave, Pay-fixation, Periodical Increments, Advancement to Selection Grade, Special Grade Fixation, Pay anomalies, Granting of Pension, forwarding of applications to the government for allotment of Housing Board / PWD Quarters to all Record Clerks, Sweepers, Scavengers, Gardener, Watchman and Watch & Ward, etc.
3. Matters relating to maintenance of cordial relationship between staff and public.
4. Supervision and over-all in-charge of 'C' Section.
5. Any other matter as may be directed by the Registrar General.

### **DEPUTY REGISTRAR (ADMN.-III) (NEWLY SANCTIONED POST)**

1. Overall control, supervision and monitoring of 'G' Section and 'C1' Section.
2. Rule Amendment Cell (Amendments relating to TNJMS Rules)
3. Any other matter as may be directed by the Registrar General.

**DEPUTY REGISTRAR (PER. ADMN.)**

1. Overall control, supervision and monitoring of 'D' Section and Tapal Section.
2. Supervision of Security Maintenance in High Court premises and all matters connected thereto.
3. Matters with regard to Telephones and repair, petrol etc., (All Vehicles) and maintenance of all cars, vans and other vehicles of the High Court.
4. Maintenance of High Court Campus and maintenance of gardens and cleanliness in the High Court Campus, Courts and other amenities.
5. Examining the problems of parking of Vehicles and to maintain clean environment in the High Court premises.
6. Supervision and monitoring of Committee Meetings viz., Building Committee, Heritage Committee, Finance Committee and Special Committee / Environmental Committee and all other Committee Meetings related to 'D' Section.
7. Matters relating to supervision of arrangements made for meetings, functions and Celebrations in the High Court, Campus.
8. Supervision of arrangements made for meetings, functions in High Court as well as outside hosted by High Court.
9. All matters pertaining to High Court and Subordinate Court Buildings and Judicial Officers quarters.
10. Any other matter as may be directed by the Registrar General.

**DEPUTY REGISTRAR (ACCOUNTS)**

1. Overall control, supervision and monitoring of Accounts Section and Bills Section of the High Court including Cash transactions, 'B' Section and Stationery Section.
2. Signing of proceedings, sanctioning drawal of amounts towards stationery, etc., prepared by the Stationery Section and authorising vouchers for payment.
3. Opening of Service Registers and quinquennial attestation of Service Registers of the staff members.
4. Supervision and monitoring of Budget Section and Library.
5. Inspecting the Stationery Section once in a fortnight and verifying the registers maintained regarding purchase and supply of stationery items and verification of stocks.
6. Approval of files and all correspondence from Stationery Section
7. Any other matter as may be directed by the Registrar General.

**DEPUTY REGISTRAR (GROUPING)**

1. Overall control, supervision and monitoring of Writ and Appellate Side Grouping of Cases.
2. To supervise the preparation of ready cases.
3. Preparation of Office Note relating to action to be taken after inspection of District by Portfolio Judge / 'B5' Section work and all matters relating to 'B5' Section
4. Any other matter as may be directed by the Registrar General.

**DEPUTY REGISTRAR (LOK ADALAT)**

1. Overall control, supervision and monitoring of Lok Adalat Section and conducting of Lok Adalats.
2. Issue of Court Fee Refund Certificates in cases settled in Lok Adalats.
3. In-charge of High Court Museum
4. Any other matters as may be directed by the Registrar General.

**DEPUTY REGISTRAR (CRL.SIDE)**

1. Overall control, supervision and monitoring of Criminal Section, Criminal Record Section, Posting and passing Sections on the Criminal Side.
2. Overall supervision of Criminal Section Records and Material Objects on normal days and in co-ordination exclusively with D.R.(Records) during vacation periods with regard to records viz., Verification, Maintenance and Destruction.
3. Consideration of letter given by the Advocates on various issues viz., Complaints, Listing of cases, not to post cases for Admission, Hearing, etc., as per rules and in consultation with the higher Officials.
4. Translation of petitions including H.C.Ps, preparation of Notes to be submitted before the Hon'ble Judges and follow up actions, etc.
5. Supervision with regard to calling for important records, other specific remarks/ reports etc., from the Lower Courts and other places.
6. Approval of all Criminal Section notes, reports / remarks, RTI replies etc.,
7. Calling for Bail Orders and printed Judgements from the Lower Court as per the direction.
8. In-charge of any meeting held in regard to Criminal Section and furnishing of Statistical datas as and when required by the Registry.
9. All other works relating to Criminal Section.
10. Any other matter as may be directed by the Registrar General.

**DEPUTY REGISTRAR (CURRENT SECTION) (NEWLY SANCTIONED POST)**

1. Assisting Joint Registrar (Judicial) in Overall control, supervision and monitoring of Current Section, including C.C.C (Civil and Criminal) C.O. Department and C.D. Section.
2. Distribution of Fair copy signing work to Sub Assistant Registrars.
3. Approval of drafted cases, if need be.
4. Approval of all Notes, Report / Remark and other correspondence in trial relating to CO Department, CCC and Current Section.
5. Inspection of work done statements of staff members in Current section, including C.C.C (Civil and Criminal) and C.O. Department.
6. To submit periodical statements of C.D. Applications, pending compliance in each Sections and Departments to the Registrar (Judicial) and furnishing information to RTI queries relating to aforesaid sections.
7. To assist the Joint Registrar (Judicial) in all matters.
8. Any other matter, as may be directed by the Registrar General.

**DEPUTY REGISTRAR (RECORDS)**

1. Overall control, supervision and monitoring of E.R., V.R., Supreme Court, Press Copy, T&P, Translation Section, AD. Records and AD. Despatch.
2. Overall maintenance, verification and destruction, at the time of vacation with regard to E.R., V.R., Writ, Criminal, O.S., Appellate Side and A.D. Records.
3. Sending back disposed / unwanted records to the Lower Court / place from where received in co-ordination with the respective sections.
4. Attending all correspondence with the Lower Courts concerned with all record sections, viz., E.R., V.R., Writ, Criminal, O.S., Appellate Side and A.D. Records.
5. Signing of Indent Books of all Sections and Courts
6. Any other matter as may be directed by the Registrar General.

**DEPUTY REGISTRAR (C.L.A.A) (DEPUTATION POST FROM HIGH COURT)**

1. Overall control, supervision and monitoring of C.L.A.A. Section., 'F' Section, 'R.R.' Section, Pondicherry Section and On-line section for transferring Judgments
2. Matters pertaining to amendment of rules dealt with by "F" Section, Pondicherry Section "R.R." Section and High Court Standing Orders.
3. In-charge of P.A. Section, verification of work etc.,
4. Overall supervision and monitoring of other works relating to P.A. Section.
5. Any other matter as may be directed by the Registrar General.

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## ALLOCATION OF WORK AMONG THE ASSISTANT REGISTRARS

### ASSISTANT REGISTRAR (ADMN.-I)

1. Overall supervision and in-charge of Establishment Section, Madurai Bench Cell & Rule Amendment Cell (other than TNJMS Rules).
2. Matters relating to maintenance of late attendance register of the staff members and grant of C.L., C.H., R.H., and permission to the staff upto the cadre of C.O./A.E./S.O./Interpreter/P.A. etc., other than the categories allotted to the Deputy Registrar (Admn.-I) and Deputy Registrar (Admn.-II).
3. Furnishing of reply to RTI queries.
4. Attending all meetings relating to the Sections concerned.
5. Any other matter as may be directed by the Registrar General.

### ASSISTANT REGISTRAR (ADMN.-II)

1. Overall supervision and in-charge of 'B' Section, Complaint Cell (Judicial Officers), A.D. Despatch and Pension Cell for Retired Judicial Officers.
2. Service Rules relating to Judicial Officers dealt with in 'B' Section.
3. Matter relating to Recruitment Cell (B-Section) regarding the preliminary work prior to the constitution of separate cell for selection process of Judicial Officers.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

### ASSISTANT REGISTRAR (ADMN.- III)

1. Overall supervision and in-charge of 'C' Section, and 'C1' Section
2. Rule Amendment Cell (Amendments relating to TNJMS Rules)
3. Attending of Committee Meetings relating to the aforesaid Sections held by the High Court.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

### ASSISTANT REGISTRAR (ADMN.-IV) (NEWLY SANCTIONED POST)

1. Overall supervision and in-charge of 'G' Section, Accounts Section, Bills Section.
2. Matters relating to Bank Guarantee and Deposit of Cheques, amounts ordered by Courts in Appellate side.
3. Attending of Committee Meetings relating to the aforesaid Sections held by the High Court.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (PER. ADMN.)**

1. Overall supervision and in-charge of 'D' Section and Tapal Section.
2. General supervision of all Court Halls and Chambers with regard to amenities.
3. Maintenance of the premises of Law Chambers and Shops in the High Court premises.
4. All matters relating to High Court Buildings, Subordinate Courts' Buildings and allocation of quarters to the Judicial Officers.
5. General Supervision of Telephone Board and Telephone Operator.
6. Supervision and Security maintenance in High Court campus.
7. Issuing of Gate Pass at the entrance to the litigants / public.
8. Furnishing of reply to RTI queries.
9. Attending all meetings relating to the Sections concerned.
10. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (PONDY)**

1. Overall supervision and in-charge of Pondicherry Section and Legal Cell.
2. Matters relating to Pondicherry Section and Legal Cell
3. Monitoring the Court matters wherein the Registrar General / Registrars are shown as respondents and to take follow up action in the matter. To apprise the Registrar General / Registrars of the cases, about their stages and to attend court to assist the High Court Counsel / G.P. / Special G.P. / Additional G.P.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (O.S.I)**

1. Conducting Court
  - to order issue of fresh summons in Civil Suit & Testimony Original Suit.
  - to order service in Execution Petitions.
  - Ordering Bill of Costs.
  - Ordering transmission of EPs
2. Overall supervision and in-charge of
  - Posting Section
  - Execution and Taxation Section
  - IP Section
  - Election Section
  - Probate Section
  - OS Records
3. Signing in Returns of EP's for transmission and signing in warrants for arrest / attachment, Delivery of Possession of property and prohibitor order.

4. Execution of Sale Deed.
5. Approval of drafted orders and decrees in all Original Side matters and attending to IT works in turns and as and when required.
6. Admitting Insolvency Petitions.
7. Approval of orders and warrants in insolvency matters.
8. Approval of orders for warrant of arrest and attachment relating to Civil Suits & TOS.
9. To take Periodical steps for destruction of records, Approval of warrant of Arrests & Release in Admiralty Suits.
10. Furnishing of reply to RTI queries.
11. Attending all meetings relating to the Section concerned.
12. Any other matter as may be directed by the Registrar General.

#### **ASSISTANT REGISTRAR (O.S.II)**

1. Overall supervision and in-charge of
  - Diary Section
  - Complaint Checking Section
  - Registry & Summons Section
  - Application Section
  - Drafting Section
  - Interpreter Section
  - Copy compliance Section
  - Company Petition Section
2. Admission of Plaints.
3. Approval of drafted orders and decrees in all Original Side matters and attending to IT works in turns and as and when required.
4. Attending to all Election Petitions and correspondence relating thereto.
5. Passing of accounts of the Receivers, Guardians and Official Liquidators etc., appointed by the Court.
6. Testing the sureties and surety in cases where securities have been ordered to be furnished to the satisfaction of the Hon'ble the Chief Justice and the Registrar and approving the Bond for the same.
7. Accepting Administration Bonds furnished by Grantees in the case of grant of Probate and letters of Administration.
8. Signing of Sale Certificate.
9. Checking and handing over the valuable documents deposited in the Court and kept under safe custody in Account Section, as per the specific orders of the Court.
10. To carry out the Orders and Directions of the Supreme Court in matters relating to Original Side Cases received from the Supreme Court Section including the Communication of orders.
11. Furnishing of reply to RTI queries.
12. Attending all meetings relating to the Sections concerned.
13. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (COMMERCIAL CASES) (NEWLY SANCTIONED POST)**

1. Overall supervision and in-charge of Commercial Cases Section and Contempt Section.
2. Monitoring and Overall Supervision of Bailiff / Nazir Section.
3. Approval of drafted orders and decrees in all Original Side matters and attending to IT works in turns and as and when required.
4. Contempt Petitions – Accepting presentation of Contempt Petitions – Admitting thereof.
5. Approval of warrants in all Contempt matters.
6. All matters relating to Commercial Cases.
7. Approval of all orders and decrees in all Commercial Cases.
8. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (RULES)**

1. Overall supervision and in-charge of 'F' Section and Rules Revision Section.
2. Matters pertaining to amendments of rules relating to 'F' Section and Rules Revision Section.
3. Matters relating to currents that require no action / to be lodged.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR ('J' SECTION)**

1. Overall supervision and in-charge of 'J' Section.
2. Approval of Pay Bills, G.P.F. Loans, Arrears of Pay and Allowances etc., of Hon'ble Judges.
3. Approval of pension papers of Hon'ble Judges.
4. Correspondence relating to Hon'ble Judges transferred to and from the High Court, Madras.
5. Approval of Pay Bills, Medical Bills, T.A. Bills, G.P.F. and Festival Advance Bills and Bills relating to Surrender and Terminal Benefits etc., of the Officers of the High Court from the cadre of Sub-Assistant Registrar and above.
6. Approval of L.T.Cs/Medical/Newspapers/Water/Electricity Bills etc., of the Hon'ble Judges.
7. Attending to the matters with regard to allotment of Bungalows to the Hon'ble Judges and maintenance thereof.
8. Co-ordinating the functions on the eve of elevation/transfer/retirement of the Hon'ble Judges and the Hon'ble The Chief Justice.



9. Making arrangements in connection with the Independence Day, Republic Day celebrations and other functions.
10. All matters relating to Hon'ble Judges of the High Court as well as retired / transferred Hon'ble Judges of this Court.
11. Furnishing of reply to RTI queries.
12. Attending all meetings relating to the Section concerned.
13. Any other matter as may be directed by the Registrar General.

#### **ASSISTANT REGISTRAR (A.S.)**

1. Overall supervision and in-charge of Judicial Department, Judicial Notice Section, 'B5' Section and Cause List Section (in co-ordination with Assistant Registrar Computers)
2. Overall supervision and in-charge of Xerox Section and supervision of the work turned out daily by the Xerox operators.
3. To supervise the maintenance of Permanent Records and take expeditious steps for destruction of Records (in co-ordination with DR (Records)).
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

#### **ASSISTANT REGISTRAR (WRITS)**

1. Overall supervision and in-charge of Writ (Main) Section, Writ (A.E) Section, Writ Records Section and Writ Despatch.
2. Supervision of Translation in specially ordered cases.
3. Issue of Rule Nisi.
4. To supervise the maintenance of Writ bundles – number and year wise.
5. To supervise the maintenance of permanent records and take expeditious destruction of records (in co-ordination with DR (Records))
7. Furnishing of reply to RTI queries.
8. Attending all meetings relating to the Sections concerned.
9. Any other matter as may be directed by the Registrar General.

#### **ASSISTANT REGISTRAR (PROTOCOL)**

1. Overall supervision and in-charge of Protocol Section
2. Assisting the Joint Registrar (Protocol) in all matters connected to Protocol Section.
3. Attending to the visits of the Honourable Judges of this High Court, Honourable Judges of other High Courts and the Supreme Court (and retired Honourable Judges) and other matters related thereto.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (T & P)**

1. Overall supervision and in-charge of T&P Department, Press Copy Section, Translation Department and Supreme Court Section.
2. Verification of the Daily Statements submitted by the staff of the above mentioned Sections.
3. Verification of bills from T&P Department.
4. Verification as to the correctness of the translated matters from the Translation Department.
5. To co-ordinate with Govt. Press and Computer Section (NIC) in printing, supplying and monitoring the distribution of cause lists to the Hon'ble Judges, Judicial Officers and Advocates and to attend to the Complaints received thereon.
6. To carry out the orders and directions of the Supreme Court in all the matters received from Supreme Court Section including the communication of Supreme Court orders.
7. Preparation of Annual Report.
8. Furnishing of reply to RTI queries.
9. Attending all meetings relating to the Sections concerned.
10. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (COMPUTER)**

1. Overall supervision and in-charge of Computer Section.
2. To co-ordinate with the Joint Registrar (Computer) in Computerisation of High Court, City Courts in Chennai and Subordinate Courts in Tamil Nadu and Union Territory of Puducherry.
3. In charge of NIC.
4. Maintenance of Home Office Computers, Laptops and I-Pads provided to the Hon'ble Judges.
5. Supervision of P.A. to Hon'ble Judges Section, NIC, Judicial, Writ, Original Side, Current Section, C.C.C (Civil), C.C.C. (Criminal), Criminal Section, E.R., V.R., Filing Sections and Administrative Departments for computer requirements and computerisation.
6. Printing of papers with High Court logo by visiting the Press and storing the same in the High Court.
7. Matters relating to training to staff members as and when required.
8. Furnishing of reply to RTI queries.
9. Attending all meetings relating to the Sections concerned.
10. Any other matter as may be directed by the Registrar General.

### **ASSISTANT REGISTRAR (RECORDS)**

1. Overall supervision and in-charge of E.R., V.R., C.D Sections and AD Records.
2. Approval of all correspondence with the lower courts and approval of letters based on Court direction with regard to vernacular records other than Criminal Side.
3. To take periodical steps for destruction of records based on the Appellate Side Rules, after obtaining necessary orders from the Rule Committee for destruction.
4. Proper maintenance of case bundles / records in E.R., V.R. Sections, Appellate Side, Writ Section, Original Side, Criminal Side and AD Records, respectively.
5. To submit periodical statements of C.D. Applications, pending compliance in each Sections and Departments to the Registrar (Judicial).
6. Monitoring immediate return of records, if no longer required in the V.R. Section.
7. Signing of C.D. Applications after verification.
8. In-charge of Destruction of records work, updating the destruction work in the A.D. Records.
9. Monitoring A.D. Records by giving periodical directions for destruction of disposals and conversion of life time for the disposals after proper scrutiny of relevant rules and also based on the importance of the subjects wherever necessary by placing a note for obtaining orders of the Honourable the Chief Justice or the Registrars.
10. Furnishing of reply to RTI Queries.
11. Attending all meetings relating to the Sections concerned.
12. Any other matter as may be directed by the Registrar General.

### **ASSISTANT REGISTRAR (CRL. SIDE)**

1. Overall supervision and in-charge of Criminal Section including Criminal Case Records and Material Objects.
2. Postings, immediate return of Records / Material Objects to the lower Courts, if no longer required.
3. Approval of office notes to be submitted before the Hon'ble Court regarding maintainability.
4. Signing of return endorsement with regard to Criminal Cases.
5. Approval of all communications relating to Criminal Section.
6. Calling for bail orders and printed Judgments from the Subordinate Courts.
7. Furnishing of reply to RTI Queries.
8. Attending all meetings relating to the Sections concerned.
9. Any other matter as may be directed by the Registrar General..

**ASSISTANT REGISTRAR (LOK ADALAT)**

1. Overall supervision and in-charge of Lok Adalat Section and in-charge of posting matters before Lok Adalat and attending connected matters.
2. Monitoring and supervision of High Court Museum and Library.
3. Overall supervision and monitoring of 13<sup>th</sup> & 14<sup>th</sup> Finance Commission Section work.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (MEDIATION AND CONCILIATION CENTRE)**

1. Overall supervision and in-charge of Mediation and Conciliation Centre.
2. Matters relating to Mediation and Conciliation Centre.
3. Posting of matters before Mediation Centre.
4. Furnishing of reply to RTI queries.
5. Attending all meetings relating to the Sections concerned.
6. Any other matter as may be directed by the Registrar General.

**COMPUTERISED CURRENT SECTION**

The Assistant Registrars (C.S-II) to (C.S-IX), Assistant Registrar (C.O) and Assistant Registrar (CCC), High Court, Madras, are entrusted with Computerised Current Section work, viz., to attend the duties of approval of drafted cases and Judgments and to attend issue today cases in turns and as and when required, to attend to RTI Queries if required and also to attend meetings relevant to the section concerned.

Apart from approval work, the Assistant Registrars in Computerised Current Section are allotted the following works and also any other matter as directed by the Registrar General :-

**ASSISTANT REGISTRAR (C.S.-II)**

1. To supervise and monitor the work of feeders (Typist) in Current Section.
2. Inspection of work done statements of the staff members of the feeders in Current Section.
3. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
4. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.S.-III)**

1. To supervise and monitor the work of Current Section Despatch Wing.
2. Supervision of the despatch of the orders with records, if any, to lower courts and others etc., and local / RPAD despatch.
3. Inspection of work done statements of the staff members in despatch wing.
4. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
5. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.S.-IV)**

1. Supervision of receiving wing, work distribution and allocation of work of absentee staff in Current Section.
2. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
3. Inspection of work done statements of the staff members of Current Section.
4. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.S.-V)**

1. Overall in-charge of Copy Application Wing.
2. Inspection of S.R. Registers, Copy Compliance Registers and Registers for Cash Collection and Remittance.
3. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
4. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.S.-VI):**

1. To supervise and monitor the work of metal seal affixation and delivery of orders in the issuance counter.
2. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
3. Verification of service postage stamps used in the Current Section.
4. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.S.-VII):**

1. To supervise and monitor the work of chief despatch seat, other section despatch and E.R. Despatch (sending bundles to the E.R. Section).
2. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
3. Supervision of correspondence seat in Current Section.
4. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.S.-VIII) (NEWLY SANCTIONED POST)**

1. Overall supervision of Printing and Sorting Section.
2. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
3. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.S.-IX) (NEWLY SANCTIONED POST)**

1. Overall supervision and in-charge of CCC (Criminal).
2. Approval of drafted orders and attending to IT Work in turns and as and when required and if required, to sign fair copy orders.
3. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (C.O.)**

1. Overall supervision and in-charge of C.O. Department.
2. Supervision of weekly work done statements of the Court Officers and Drafters.
3. Monitoring and distribution of cases for drafting.
4. Sending Court Officers to the Courts without any interruption.
5. Approval of drafted orders and attending to IT Work in turns and as and when required.
6. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (CCC)**

1. Overall supervision and in-charge of CCC (Civil).
2. Approval of drafted orders and attending to IT Work in turns and as and when required.
3. Supervision and monitoring of despatching orders in time. (both CCC (Civil) and CCC (Criminal) Sections.)
4. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (A.E)**

1. Overall supervision and in-charge of Appeal Examiner Section.
2. Signing of all returns made by the Appeal Examiners.
3. Approval of all office notes relating to AE Section viz., Maintainability of Appeals, Revision, etc.,
4. Checking of the cases passed by the Appeal Examiners.
5. Clearing the doubts raised by the Appeal Examiners, Advocates and the party in person.
6. Supervising the work done statement of Appeal Examiners.
7. To help in maintaining the cordial relationship between the Advocates and the Appeal Examiners.

8. Replying RTI queries
9. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (R.T.I. ACT)**

1. Overall supervision and in-charge of RTI Section and Stationery Section.
2. Complying of RTI Applications within the time stipulation.
3. Approving of all notes and reports prepared for placing before the Committee, the APIO and the Appellate authority.
4. All matters relating to Stationery Section.
5. Signing of Indent Books of all Sections and Courts.
6. Attending meetings relevant to the Section.
7. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (JUVENILE JUSTICE ACT) (NEWLY SANCTIONED POST)**

1. Overall control, supervision and in-charge of the Juvenile Justice Act Section.
2. Approving of all notes and reports prepared for placing before the Hon'ble Committee.
3. All matters relating to Juvenile Justice Act Section.
4. Promptly complying with the directions issued by the the Hon'ble Committee in all matters concerned with effective implementation of Juvenile Justice Act.
5. Complying of RTI queries.
6. Any other matter as may be directed by the Registrar General.

**ASSISTANT REGISTRAR (ARBITRATION) (NEWLY SANCTIONED POST)**

1. Overall control, supervision and in-charge of Arbitration Section.
2. All matters relating to Arbitration Section.
3. Complying of RTI queries.
4. Approving of all notes and reports prepared for placing before the Hon'ble Committee.
5. To promptly carry out the directions of the Hon'ble Committee.
6. Any other matter as may be directed by the Registrar General and Registrars concerned.

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## **ALLOCATION OF WORK AMONG THE SUB ASSISTANT REGISTRAR**

### **SUB ASSISTANT REGISTRAR (A.D-I)**

1. Overall in-charge of 'B' Section, Complaint Cell (Judicial Officers) and Pension Cell for retired Judicial Officers.
2. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis).
3. Verification of entries made in the Service Registers of the officers in the Cadre of Sub Assistant Registrar and Assistant Registrar.
4. To assist the Assistant Registrar Concerned in all aspects.
5. Any other matter as may be directed by the Registrar General.

### **SUB ASSISTANT REGISTRAR (A.D-II)**

1. Overall in-charge of 'C' Section and 'C1'- Section.
2. Rule Amendment Cell (Amendments relating to TNJMS Rules)
3. To assist the Assistant Registrar Concerned in all aspects.
4. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis)
5. Any other matter as may be directed by the Registrar General.

### **SUB-ASSISTANT REGISTRAR (A.D – III)**

1. Overall in-charge of D-Section, Legal Cell and Tapal Section.
2. General supervision of all Court Halls and Chambers with regard to amenities.
3. Maintenance of the premises of Law Chambers and Shops in the High Court premises.
4. Supervision and monitoring of Security maintenance in High Court Premises.
5. General Supervision of Telephone Board and Telephone Operator.
6. Supervision of arrangements made for meetings, functions in High Court as well as outside hosted by High Court.
7. To assist the Assistant Registrar Concerned in all aspects.
8. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis)
9. Any other matter as may be directed by the Registrar General.

### **SUB ASST. REGISTRAR (ADMN-IV) (NEWLY SANCTIONED POST)**

1. Overall in-charge of G Section, RTI Section.
2. To assist the Assistant Registrar Concerned in all aspects.
3. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis)
4. Any other matter as may be directed by the Registrar General.



**SUB-ASSISTANT REGISTRAR (Estt.,)**

1. Overall in-charge of Establishment Section, Madurai Bench Cell & Rule Amendment Cell (other than TNJMS Rules)
2. Verification of entries made in the Service Register of the staff in the cadre of Assistants and above except Gazetted Officers.
3. Matters relating to leave, surrender of earned leave, increment, selection grade, special grade, pay fixation, pension and loans and advances in respect of the staff in the cadre of Assistants and above except Gazetted Officers.
4. To assist the Assistant Registrar Concerned in all aspects.
5. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis)
6. Any other matter as may be directed by the Registrar General.

**SUB-ASSISTANT REGISTRAR (ACCOUNTS)**

1. Overall in-charge of Accounts and Bills Section, and Stationery Section.
2. Periodical verification of Stock Registers maintained in the Stationery Section.
3. Verification of entries made in the Service Registers of the staff below the cadre of Assistants.
4. Matters relating to leave, surrender of earned leave, increment, selection grade, special grade, pay fixation, pension and loans and advances in respect of the staff below the cadre of Assistant.
5. The following correspondence relating to current sections:
  - a. Audit report of the Accountant General in respect of Subordinate Courts and of High Court.
  - b. Claiming of reimbursement of expenditure from Government of India and of Government of Pondicherry.
  - c. Demand, Collection and Balance returns in respect of fines levied to be collected from the sources of levying of fines and submission of returns to the Accountant General.
  - d. Communication of Government Orders to the Subordinate Courts.
  - e. Receipt of Government Orders from the Government sanctioning legal fees to be paid to the Government Pleaders and others.
6. Signing pleading bills to be paid by the Advocates regarding the preparation of paper book.
7. To sign the bill of costs received from the C.O. Department.
8. To assist the Assistant Registrar Concerned in all aspects.
9. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis)
10. Any other matter as may be directed by the Registrar General.

**SUB. ASST. REGISTRAR (STATISTICS)**

1. Overall in-charge of B5 Section
2. To provide statistical data as and when required by the Registry in co-ordination with the Section without any delay.
3. Maintaining Account for Computer papers.
4. Overall supervision and monitoring the work of the section dealing with 13<sup>th</sup> and 14<sup>th</sup> Finance Commission.
5. Submitting daily work done statement to Registrar (Judicial) thro' Assistant Registrar Concerned.
6. To assist the Assistant Registrar concerned in all aspects.
7. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis)
8. Any other matter as may be directed by the Registrar General.

**SUB-ASSISTANT REGISTRAR (P.A-I)**

1. Overall in-charge of P.As. Section.
2. Allotment of P.As. to Courts everyday.
3. Deputing substitute P.As. to the residence of the Honourable Judges during the absence of the attached P.As. and during holidays.
4. Checking of the conveyance bills submitted by P.As.
5. Overall supervision of P.A. Section.
6. Monitoring the work of transfer of Interim Orders by the PAs. concerned.
7. Any other matter as may be directed by the Registrar General.

**SUB-ASSISTANT REGISTRAR (P.A-II)**

1. To co-ordinate with the Sub-Assistant Registrar (P.A.-I) in the overall supervision of the P.A. Section.
2. Receiving of the case bundles from Courts/Chambers and their distribution to the P.As.
3. Checking of daily and weekly work done statements of the P.As.
4. Supervision of stationery requirements of the Section and their distribution.
5. To assist SAR (P.A-I) in all aspects and DR (CLAA) in regard to transfer of judgements on time
6. Any other matter as may be directed by the Registrar General.

**SUB-ASSISTANT REGISTRAR (A.S.)**

1. Overall in-charge of the Sections in the Judicial Department, Judicial Notice and Cause List
2. Scrutinising the note put up in the Judicial Department to the Honourable The Chief Justice and the other Honourable Judges.
3. Approving the amendments carried out in appeals viz., Second Appeal, C.R.P., C.M.A., C.M.S.A., W.A., O.S.A., and L.P.A. etc.

4. Preparation of notices issued in the Notice Section.
5. Issue of Notice and calling for records in the cases on the Appellate Side.
6. Signing of all routine notices issued from the Judicial Department Viz., S.A., M.F., Notice, A.F. and Posting Sections.
7. Intimation to subordinate courts as to the admission of appeals, calling for records etc.
8. To assist the Assistant Registrar concerned in all aspects.
9. Any other matter as may be directed by the Registrar General.

#### **SUB-ASSISTANT REGISTRAR (A.E.)**

1. Overall in-charge of entire A.E. Section.
2. Matters relating to A.E. Section including approval of monthly statement of Appeal Examiners before submitting to the Joint Registrar (A.S.).
3. Approval of office note regarding maintainability of appeals relating to A.E. Section before submitting to the Joint Registrar (A.S.)
4. Checking of cases passed by all Appeal Examiners.
5. Signing in all returns
6. Maintaining good relationship between the Appeal Examiners and Advocates
7. Assisting the Assistant Registrar (A.E.) in the matters relating to supervision of A.E. Section.
8. Any other matter as may be directed by the Registrar General.

#### **SUB ASSISTANT REGISTRAR (O.S- I)**

- 1) Overall in-charge of
  - a) Diary Section
    - Filing, Stamp Accounting- correspondence, maintenance of the accounts of Court appointed Receivers, Guardians, Official Liquidators etc., by the Receiver seat.
  - b) Complaint Checking Section
    - Examining and Posting of Complaints in Civil Suits.
  - c) Registry & Summons Section
    - Registration of Complaints - Regular Entry – Vakalat entry- issuing summons/ service- examination of service reports, and processes & readying cases for posting by Assistant Posting Clerk.
  - d) Application Section
    - Passing of Application, OA's in Suits, Regular Entry, Docketing of the same.

- e) Drafting Section
    - Drafting of decrees, Orders, appointment of Advocate Commissioner etc, Refund of Court fee.
  - f) Interpreter Section
    - Allotment of Interpreters to Courts, Will Translation, passing of Plaints/Applications.
  - g) Copy Compliance Section
    - Receiving Copy Application along with Court Fee & issuance of order copies, documents etc.,
  - h) Company Petition Section
    - Examining, numbering, Registering, Docketing, listing, drafting of Company Petition and Arbitration matters.
2. To assist the Assistant Registrar Concerned in all aspects.
  3. Any other matter as may be directed by the Registrar General.

#### **SUB ASSISTANT REGISTRAR(O.S – II)**

- 1) Monitoring of Leave submission and allocation of staff to various seats and Courts.
- 2) Overall in-charge of the following sections and the matters connected with the Court Sittings.
  - a) Posting section
    - Posting for courts of Hon'ble Judges The Master, DR, AR-I, AR-II and Addl. Masters I to IV- Notice preparation, and issuance- maintenance of FD seat (Stage)- Listing of cases.
  - b) Execution and Taxation Section
    - Examining, Numbering, listing of EP's i.e., Arrest, Sale proclamation, Bill of Cost, execution of Sale Deed and Notice issuance thereof.
  - c) IP Section
    - Filing, examining, numbering posting of IP's & IN's – drafting of orders.
  - d) Election Section
    - Filing, examining, numbering, posting of Election Petition- Drafting of orders.
  - e) Probate Section
    - Examining, numbering of probate, Guardian Successors, Trust OP's Drafting of Probate /Succession/ Letters of Administration

- Certificates-issuance of Notices citations, RCT of Court Fees and Safe Custody of Original Wills.
- f) OS Records - Receiving of all numbered suits & OP's Petitions, indexing and maintenance of the same along with the documents filed thereof- Returning of documents.
3. To assist the Assistant Registrar concerned in all aspects.
  4. Any other matter as may be directed by the Registrar General.

**SUB ASST. REGISTRAR (COMMERCIAL CASES) (NEWLY SANCTIONED POST)**

1. Overall in-charge of Bailiff / Nazir Section (Service of Summons, Notices & attachment.)
2. Overall in-charge of Contempt Section (Examining, numbering, posting of cases, issuance of Notice) and the matters connected with the Court sittings.
3. Overall in-charge of Commercial cases (Identification and Posting of commercial transaction cases.) and the matters connected with the Court sittings.
4. Issuance of Notices in all Commercial Cases.
5. Any other matter as may be directed by the Registrar General.

**SUB-ASSISTANT REGISTRAR (WRITS - I)**

1. Overall in-charge of Writ A.E. Section.
2. All matters relating to Writ A.E. Section.
3. To assist the Assistant Registrar (Writs) and Joint Registrar (Writs) with regard to court cases wherein the Registrar General/Registrar is shown as respondent.
4. Checking of cases passed by all Writ Appeal Examiners.
5. Maintaining good relationship between the Appeal Examiners and Advocates
6. Signing in all returns.
7. To assist the Assistant Registrar Concerned in all aspects.
8. Any other matter as may be directed by the Registrar General.

**SUB ASST. REGISTRAR (WRITS – II) (NEWLY SANCTIONED POST)**

1. Overall in-charge and all matters relating to Writ Section and Writ Grouping.
2. Signing of all notices issued from the Writ Section.
3. In charge of Writ Despatch.
4. To assist the Assistant Registrar (Writs) and Joint Registrar (Writs) with regard to court cases wherein the Registrar General/Registrar is shown as respondent.
5. To supervise the stamp register used in Writ despatch and up keep of the section without any arrears.

6. Supervision of Writ Rule Nisi section daily and to submit a report to the Joint Registrar (Writs) with regard to the pendency.
7. To assist the Assistant Registrar Concerned in all aspects.
8. Any other matter as may be directed by the Registrar General.

**SUB ASSISTANT REGISTRAR (C.O.-I)**

1. Overall in-charge of Court Officers and Drafters.
2. Allotment of C.Os to the Courts everyday.
3. Allotment of Drafting work to Court Officers.
4. Supervision of Daily work done statement of the Court Officers and forwarding them to the Joint Registrar (Judicial) (thro' Assistant Registrar (C.O.) Dept. in-charge)
5. To submit weekly arrears statement to Joint Registrar (Judicial) thro' Assistant Registrar (C.O.).
6. Supervision of correspondence seat.
7. To take follow up action for prompt issue of urgent order, Issue – Today orders, Time Limit Cases, Advance Orders and Wire Orders etc.,
8. To sign fair copy main orders and IT orders.
9. To assist the Assistant Registrar concerned in all aspects.
10. Any other matter as may be directed by the Registrar General.

**SUB ASSISTANT REGISTRAR (C.O.II)**

1. Monitoring and verifying the bundles received in CO Department from PA Section and the various chambers.
2. Monitoring the work of cases for drafting to the drafters and sending them to ARs for approval and further sending to Current Section for typing.
3. To sign fair copy main orders and IT orders.
4. Overall in charge of Copy Application Wing.
5. To assist the Assistant Registrar concerned in all aspects.
6. Any other matter as may be directed by the Registrar General.

**SUB. ASST. REGISTRAR (T & P)**

1. Overall in-charge of all matters relating to Press Copy, T & P, Translation and Supreme Court Section.
2. Maintenance of Stationery and Computer Papers and Supervision of Franking Machine Stamp Account in the Current Section, AD Despatch, and Xerox Section.
3. Submitting Daily Statement to Joint Registrar (Judicial) thro' Assistant Registrar concerned.
4. Overall supervision of monitoring of printing and distribution of daily Cause List to the various sections and to Judge residences.

5. Signing in the Notes, Bills, Reports, etc., prepared by the Section.
6. To assist Assistant Registrar (T & P) in all aspects.
7. Any other matter as may be directed by the Registrar General.

#### **SUB ASSISTANT REGISTRAR (C.S.- I.)**

1. Overall in-charge of C.C.C. Criminal (Bail).
2. To sign Fair Copy Orders and to attend IT cases if required.
3. Supervision of Delivery of Computer Copy of order made ready in Bail and AB matters.
4. Supervision of the work of Feeders feeding Interim Orders.
5. To submit daily statement to Joint Registrar (Judicial) thro' Assistant Registrar concerned.
6. Supervision and monitoring of despatch wing and despatch of orders in time.
7. Verification of amount collected in counter and remittance to Account Section in time daily.
8. To assist the Assistant Registrar concerned in all aspects.
9. Any other matter as may be directed by the Registrar General.

#### **SUB ASSISTANT REGISTRAR (C.S.-II)**

1. Overall in-charge of CCC (Civil).
2. To sign Fair Copy Orders and to attend IT cases if required.
3. Supervision of work of Feeders feeding Interim Orders.
4. Supervision and monitoring of despatch wing and Despatch of orders in time.
5. Verification of amount collected in counters and Remittance to Account Section in time daily.
6. To submit daily statement to Joint Registrar (Judicial) thro' Assistant Registrar concerned
7. Supervision of Delivery of computer copy of order made ready in interim orders.
8. To assist the Assistant Registrar concerned in all aspects.
9. Any other matter as may be directed by the Registrar General.

#### **SUB ASSISTANT REGISTRAR (C.S.-III)**

1. Overall in-charge of Typing, Printing and Sorting wings in Current Section.
2. To sign Fair Copy Orders and to attend IT cases if required.
3. Verification of Daily statement submitted by the Feeders in Current Section.
4. Supervision and Allotment of work to Feeders in final disposal matters.
5. Supervision and monitoring of despatch wing and despatch of orders in time.
6. Verification of amount collected in counters and Remittance to Account Section in time daily.
7. To submit daily statement to Joint Registrar (Judicial) thro' Assistant Registrar concerned

8. To assist the Assistant Registrar concerned in all aspects.
9. Supervision of Delivery of computer copy of order made ready in Current Section.
10. Any other matter as may be directed by the Registrar General.

**SUB ASST. REGISTRAR (C.S.- IV) (NEWLY SANCTIONED POST)**

1. Overall in-charge of Receiving and Distribution wings ( to Assistant Registrars, Sub Assistant Registrars and Drafters)
2. Signing of fair copy orders.
3. To attend issue today cases.
4. To submit daily statement to Joint Registrar (Judicial) thro' Assistant Registrar concerned
5. To assist the Assistant Registrar concerned in all aspects.
6. Any other matter as may be directed by the Registrar General.

**SUB ASST. REGISTRAR (C.S. – V) (NEWLY SANCTIONED POST)**

1. Overall in-charge of Despatch wing.
2. Signing of fair copy orders.
3. To attend issue today cases.
4. To submit daily statement to Joint Registrar (Judicial) thro' Assistant Registrar concerned
5. To assist the Assistant Registrar concerned in all aspects.
6. Any other matter as may be directed by the Registrar General.

**SUB-ASSISTANT REGISTRAR (CRL. SIDE)**

1. Overall in-charge of Criminal Section including Criminal Case Records and Material Objects.
2. Postings, immediate return of Records / Material Objects to the lower Courts, if no longer required.
3. Approval of office notes / reports / remarks to be submitted before the Hon'ble High Court regarding maintainability and other aspects.
4. Signing of return endorsement with regard to Criminal Cases.
5. Approval of all communications relating to Criminal Section.
6. Calling for bail orders and printed Judgements from the Subordinate Courts.
7. To assist the Assistant Registrar concerned in all aspects.
8. Any other matter as may be directed by the Registrar General.



**SUB- ASSISTANT REGISTRAR (RECORDS)**

2. Overall in-charge of E.R., V.R., C.D., and AD Records.
3. Sending back disposed / unwanted records to the Lower Court / place from where received in co-ordination with the respective sections.
4. 3. Attending all correspondence with the Lower Courts concerned with all record sections, viz., E.R., V.R., Writ, Criminal, O.S., Appellate Side & A.D. Records.
5. To submit periodical statements of C.D. Applications, pending compliance in each Sections and Departments to the Registrar (Judicial):
6. Approval of all correspondence with the lower courts and approval of letters based on Court direction with regard to all records other than Criminal Side.
7. Proper maintenance of case bundles / records in the above mentioned Sections.
8. To attend to the work of destruction of records during vacation in co-ordination with the Assistant Registrar (Records) and Deputy Registrar (Records).
9. To assist the Assistant Registrar concerned in all aspects.
10. Any other matter as may be directed by the Registrar General.

**SUB-ASSISTANT REGISTRAR (INSOLVENTS, ACCOUNTS)**

1. In-charge of 'C' Section of the Official Assignee Office.
2. Verification of all the account books kept by the trader, as to whether they are filed as required under Section 15(3) of the P.T.I. Act and report the same to the Official Assignee or Deputy Official Assignee.
3. As soon as a trader insolvent is adjudicated, to take a statement from the insolvent regarding the account books kept in the business and actually filed in the Official Assignee's Office and apply to the Deputy Official Assignee or the Official Assignee to call for a meeting of creditors to ascertain what accounts were kept and whether all of them were filed in the Official Assignee's Office.
4. Apart from the out standings shown in the schedule after scrutinizing the accounts; should supervise such collections by C-1, C-4 and would also sign demand notices to debtors of the estate where the amounts are large or transactions complicated.
5. In each insolvency, shall open a file entitled "Accounts of Insolvent" and prepare a note as soon as possible showing whether all the accounts were produced and the cash balance on hand at the time of adjudication or at the time of his closing the business and whether any account books etc., were maintained, but not filed in the Official Assignee's Offices and submit a note in this regard to the Deputy Official Assignee.
6. Scrutinization of the accounts with a view to find out fraudulent preference and fraudulent and fictitious entries of credit or debit.
7. Along with the questionnaire either under Section 41 or for discharge, should also give a short note stating the result of the investigations.

8. Must ensure that the insolvent produces all his accounts and to bring the books of accounts who have either produced actually kept by them or kept false books.
9. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis)
10. Any other matter as may be directed by the Registrar General and Official Assignee.

### **SUB-ASSISTANT REGISTRAR (COFEPOSA)**

Overall in-charge of COFEPOSA Section, F Section, Pondicherry Section and Rules Revision Section and matter relating to those sections.

The Office of the State Advisory Board (COFEPOSA) i.e, the COFEPOSA Section is responsible to submit the reports of the Hon'ble Advisory Board to the concerned Department i.e (L&O Public) and (CF&CP) within 77 & 49 days from the date of detention of the detenus under the relevant Act respectively.

1. As soon as cases are received from the Government, the Sub Assistant Registrar (COFEPOSA) shall intimate the same to the Hon'ble Chairman of the Advisory Board and Members for fixation of date of hearing for personal appearance of the detenus.
2. After the date of hearing is fixed, notice shall be sent to the Government for making arrangements for personal appearance of the detenus before the Advisory Board, by the SAR.
3. Paper books relating to the cases (along with case particulars, including synopsis of the case prepared by SAR) should be submitted to the Hon'ble Chairman and Members well in advance.
4. Arrangements of meetings and incidental thereto, as per the directions of the Hon'ble Chairman of the Advisory Board and its Members.
5. On receipt of the report / opinion of the Advisory Board, the same should be forwarded to the Government within the due date.
6. Sitting dates should be intimated to "J" Section for preparation of Honorarium bills for the Hon'ble Chairman of the Advisory Board and its Members.
7. Preparation of bill for Hospitality / Entertainment of Hon'ble Chairman and Members of the State Advisory Board (COFEPOSA) and settlement to "J" Section.
8. Preparation of bill for purchase of car for the exclusive use of the Hon'ble Chairman of the Advisory Board.
9. Preparation of fuel bill for the car exclusively used by the Hon'ble Chairman of the Advisory Board.
10. Preparation of Budget estimation relating to COFEPOSA Section and forwarding the same to Government.
11. Preparation of non-salary bills relating to COFEPOSA Section, viz, tour travelling allowance to the Hon'ble Chairman of the Advisory Board and its

Members, maintenance of car, fuel, accessories to the Computer, conveyance charges to the driver and other staff members, etc.,

12. Convening of meetings at Judicial Academy during holidays and also when one of the Members sits at Madurai Bench.
13. Attending any other miscellaneous work as and when arises and as per the directions of the Hon'ble Chairman and Members of the Advisory Board and the Registrars.
14. Recording of files of concerned Sections (D.Dis, R.Dis, K.Dis and P.Dis).
15. Any other matter as may be directed by the Registrar General.

**SUB ASSISTANT REGISTRAR (VIGILANCE) (NEWLY SANCTIONED POST)**

1. To attend the matters relating to Vigilance Cell.
2. Any other matter as may be directed by the Registrar General, Registrar (vigilance) and Additional Registrar (Vigilance).

**SUB ASSISTANT REGISTRAR (C.L.A.A.) (DEPUTATION POST FROM HIGH COURT)**

1. Overall in-charge and monitoring On-line Section and to redress the day to day affairs of the Online Section.
2. Checking of daily and weekly work done statement of the staff of the On-line Section.
3. Signing of fair copy orders.
4. To attend Issue Today cases, if required.
5. To assist the Deputy Registrar (C.L.A.A.) in all aspects.
6. Any other matter as may be directed by the Registrar General.

**LIBRARIAN**

1. Overall in-charge of Library administrative work both Library Main and Annex including Court Libraries.
2. Responsible for the proper performance of all work connected with the library
3. Proper maintenance of registers and catalogues kept in the library.
4. Prompt circulation / supply of books for reference of the Hon'ble Judges in Court Halls, Chambers and residence.
5. To keep the amendment slips in the books provided for the courts, the Judges, the library and the officers of the Court by pasting properly.
6. Checking of Books and periodicals kept in the various court halls once in a quarterly to verify the missing volumes if any, and to replace the same.
7. Recording of files relating to concerned Sections (D.Dis, R.Dis, K.Dis & P.Dis)
8. Any other matter as may be directed by the Registrar General.

**LIBRARIAN (ARBITRATION CENTRE) (NEWLY SANCTIONED POST)**

1. Overall in-charge of the Library Administration.
2. Responsible for the entire procurement and maintenance of books, journals etc. of the Library.
3. Responsible for the proper performance of all work connected with the library.
4. Proper maintenance of registers and catalogue kept in the library.
5. Must ensure immediate carrying out of various amendments issued to Acts/Rules/Statutes, etc.
6. Checking of Books, Periodicals etc. Once in a quarter to verify the missing volumes, if any, and to replace the same.
7. To assist the Assistant Registrar (Arbitration Centre) in all matters concerned with the administration of the Arbitration Centre.
8. Any other matter as may be directed by the Registrar General and Registrars concerned.

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**Staff members below the rank of Sub Assistant Registrars:**

Duties and responsibilities of these staff members will depend upon the nature of work of the concerned Sections in which they are working.

**LIST OF OFFICERS OF THE HIGH COURT, MADRAS**

1 REGISTRAR GENERAL	: THIRU. C. KUMARAPPAN, B.Sc., B.L.,
2 ADDITIONAL REGISTRAR GENERAL, MADURAI BENCH OF MADRAS HIGH COURT, <b>MADURAI</b>	: -VACANT-
3 REGISTRAR (VIGILANCE)	: SELVI.R.POORNIMA; B.Com., L.L.M.,
4 REGISTRAR (IT-CUM-STATISTICS)	: -VACANT-
5 REGISTRAR (JUDICIAL)	: THIRU.M.JOTHIRAMAN, B.Sc., M.L.,
6 DIRECTOR (TNMCC), HIGH COURT, MDS ADDITIONAL REGISTRAR-II (VIGILANCE),	: THIRU.P. MURUGAN, M.Sc.,M.L.,L.L.M.,M.A.,M.B.A.,M.Phil.,
7 MADURAI BENCH OF MADRAS HIGH COURT, <b>MADURAI</b>	: -VACANT-
8 REGISTRAR (JUDL.), MADURAI BENCH OF MADRAS HIGH COURT, <b>MADURAI</b>	: THIRU. G. ILANGOVAN, B.Sc., B.L.,
9 REGISTRAR (ADMN.)	: TMT. K. INDUMATHI, B.A., M.L.,
10 REGISTRAR (SPECIAL CELL)	: -VACANT-
11 REGISTRAR -CUM- PRIVATE SECRETARY TO THE HON'BLE THE CHIEF JUSTICE	: THIRU. B. HARI, B.A., M.L.,
12 REGISTRAR (DISTRICT JUDICIARY)	: THIRU.V.THANGAMARIAPPAN, M.A.,M.L.,
13 ADDITIONAL REGISTRAR-I (VIGILANCE)	: THIRU. M. SAISARAVANAN, M.L.,
14 REGISTRAR (ADMN), MADURAI BENCH OF MADRAS HIGH COURT, <b>MADURAI</b>	: THIRU. V. DEVANATHAN, B.A., M.L.,
15 REGISTRAR (MANAGEMENT)	: TMT.V.UMA, B.Com., M.L.,
16 REGISTRAR-CUM-SPECIAL OFFICER (LIAISONING)	: THIRU.R.KANNAPPAN, B.Com., B.A.L.,
17 REGISTRAR (RECRUITMENT)	: THIRU.SWARNAM J. NATARAJAN, M.L.,
18 OFFICIAL ASSIGNEE	: TMT.C.B. MEENA, M.A., M.L.I.S, M.L., M.B.A.,
19 ADDL. REGISTRAR (IT & STATISTICS), MADURAI BENCH OF MADRAS HIGH COURT, <b>MADURAI</b>	: TMT.N.SARASWATHI, B.Com., B.L.,
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20 CHIEF EDITOR, T.L.J.	: - VACANT -
21 OFFICER ON SPECIAL DUTY	: THIRU.P.SWAMINATHAN, M.L.,
22 MASTER	: THIRU. S. MANOJ KUMAR, M.A., M.L.,
23 DEPUTY OFFICIAL ASSIGNEE	: THIRU. M. VASANTHA KUMAR, B.A., M.L.,
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24 ASSOCIATE EDITOR, T.L.J (Sr.CIVIL JUDGE)	: THIRU. T.D. CHAKKARAVARTHY, B.L.,
25 ASSISTANT EDITOR No.I, T.L.J. (CIVIL JUDGE)	: TMT.N.RAJALAKSHMI, M.L.,
25 ASSISTANT EDITOR No. II, T.L.J.	: THIRU. M.ARUNACHALAM, M.A., M.L.,
27 ASSISTANT REGISTRAR (e-Court Project) (CIVIL JUDGE)	THIRU.C.B.VEDAGIRI, B.Pharm, M.S., I.T.(AUS), L.L.B., L.L.M.,

**LIST OF OFFICERS IN THE CADRE OF JOINT REGISTRAR**

**PRINCIPAL SEAT**

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| 1 JOINT REGISTRAR (PROTOCOL)   | : THIRU.G.KUMARAVEL, B.A., M.L.,                           |
| 2 JOINT REGISTRAR (O.S.)   | : THIRU.Y.SAMPATHKUMAR, M.A.B.L.,M.L.I.S., M.Phil, L.L.M., |
| 3 JOINT REGISTRAR (JUDICIAL)   | : TMT.J.SUMATHI, B.A., M.L., B.L.I.S.,                     |
| 4 JOINT REGISTRAR (A.S.)   | : THIRU.P.R.SUBRAMANIAN, M.A., L.L.M., M.Phil., B.L.I.S.   |
| 5 JOINT REGISTRAR (COMPUTER)   | : TMT. B.T. ROHINI, B.Com., B.A.L.,                        |
| 6 JOINT REGISTRAR (WRITS)  | : TMT. K. HEMAVATHI, B.Com., B.A.L.,                       |
| 7 JOINT REGISTRAR (RTI ACT)  | : TMT. V. SUBBULAKSHMI, B.Com., L.L.B., L.L.M., B.L.I.S.,  |
| 8 JOINT REGISTRAR-CUM- ADDL. PRIVATE SECRETARY TO THE HON'BLE THE C.J. | : THIRU.A.ABDUL BAQUAR, B.A., M.L., B.L.I.S.,              |

**MADURAI BENCH**

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| 1 JOINT REGISTRAR (JUDICIAL), | : THIRU.V. JAISANKAR, B.Com., M.L., (on OD at Principal Seat) |
| 2 JOINT REGISTRAR (WRITS)     | : THIRU.D.PREMKUMAR, B.L.,                                    |
| 3 JOINT REGISTRAR (ADMN.)     | : TMT.B.P. RAJITHA, M.A., B.L.,                               |
| 4 JOINT REGISTRAR (COMPUTER)  | : TMT. S. AMIRTHALAKSHMI, B.Com., M.L.,                       |

**LIST OF OFFICERS IN THE CADRE OF DEPUTY REGISTRAR**

**PRINCIPAL SEAT**

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| 1 DEPUTY REGISTRAR (PER. ADMN.)                        | : THIRU. J. NAZEER AHMED, M.A., B.A.L.,          |
| 2 DEPUTY REGISTRAR (ADMN-I)                            | : TMT. S. SARALA, B.A., B.A.L.,                  |
| 3 DEPUTY REGISTRAR (C.L.A.A.)                          | : THIRU. J. ISMAIL, B.A., B.A.L.,                |
| 4 DEPUTY REGISTRAR (LOK ADALAT)                        | : THIRU.T.NAGA DHANUNJAYA RAO, B.Sc., L.L.B.,    |
| 5 DEPUTY REGISTRAR (ADMN-II)                           | : TMT. G. LATHA, B.Sc., B.A.L.,                  |
| 6 DEPUTY REGISTRAR (CRLSIDE)                           | : THIRU. R. RENGANATHAN, M.A., B.Ed., B.L.,M.L., |
| 7 DEPUTY REGISTRAR (RECORDS)                           | : SELVI. M. FATHIMA, B.A., B.A.L.,               |
| 8 DEPUTY REGISTRAR (ACCOUNTS)                          | : THIRU. K. SRINIVASAN, B.Com., B.A.L.,          |
| 9 DEPUTY REGISTRAR (GROUPING)                          | : THIRU.M.V.PRASANNA VENKATESAN, B.A.,B.A.L.,    |
| 10 DEPUTY REGISTRAR (ADMN-III)                         | : THIRU. S. MOHAN, B.A., M.L.,                   |
| 11 DEPUTY REGISTRAR (CURRENT SECTION)                  | : THIRU. M. RAJENDRAN, M.A., B.A.L., B.L.I.S.,   |
| 12 DEPUTY DIRECTOR (MEDIATION AND CONCILIATION CENTRE) | : TMT. J. ANGELINE THELMA CHITRA, B.Sc., B.A.L., |
| 13 DEPUTY REGISTRAR (RECRUITMENT)                      | : THIRU. P. BALASUBRAMANIAN, M.A., B.A.L.,       |
| 14 DEPUTY REGISTRAR (SPECIAL CELL - C.J. CONF.)        | : TMT.B.GEETHA, B.A., B.A.L.,                    |

**MADURAI BENCH**

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|---|---|
| 1 DEPUTY REGISTRAR (LOK ADALAT/ MEDIATION AND CONCILIATION CENTRE), | : THIRU. D.PANDIAN, B.Sc., B.A.L.,                |
| 2 DEPUTY REGISTRAR (ACCOUNTS)                                       | : THIRU. A.PARAMASIVAM, B.Com., B.A.L., B.L.I.S., |

**LIST OF OFFICERS IN THE CADRE OF ASSISTANT REGISTRAR - Principal Seat**

1 ASST. REGISTRAR (O.S.I)	: TMT.N.GOWRI, B.Sc., M.A., B.L., B.Ed., B.L.I.S.,
2 ASST. REGISTRAR (O.S.II)	: THIRU.R.PAPPUDURAI, B.A., B.L.,
3 ASST. REGISTRAR (MEDIATION AND CONCILIATION CENTRE)	: TMT. T. RAMA., B.Com., B.A.L.,
4 ASST. REGISTRAR (PROTOCOL)	: THIRU.G.GOVINDARAJU, B.Sc., B.A.L., B.L.I.S.,
5 ASST. REGISTRAR (PER. ADMN.)	: TMT. K. BHAVANI, M.A., B.A.L.,
6 ASST. REGISTRAR (ADMN-I)	: TMT. JAYASHREE RAJAGOPAL, M.Sc., B.A.L.,
7 ASST. REGISTRAR (ADMN.II)	: THIRU.U.SURESH KUMAR, B.Sc., B.L., L.L.M.,
8 ASST. REGISTRAR (ADMN.III)	: THIRU.R.SUKUMAR, M.Com., B.A.L., B.L.I.S.,
9 ASST. REGISTRAR (ADMN.IV)	: THIRU.V.RAVI, B.Com., B.A.L.,
10 ASST. REGISTRAR (CRL. SIDE)	: TMT.P.LAKSHMI, M.A., B.A.L., B.L.I.S.,
11 ASST. REGISTRAR (WRITS)	: TMT.S. JAYA, B.Com., B.A.L., M.L.I.S.,
12 ASST. REGISTRAR (C.S-II)	: TMT.G.REVATHI, M.A., B.A.L.,
13 ASST. REGISTRAR (C.S-III)	: TMT. K. USHA RANI , M.Sc., B.A.L.,
14 ASST. REGISTRAR (C.S-IV)	: THIRU. G. GOPALAKRISHNAN, M.A., B.L.,
15 ASST. REGISTRAR (C.S-V)	: TMT. G. SUMITHA, B.Com., B.A.L.,
16 ASST. REGISTRAR (C.S - VI)	: THIRU. N. BASKAR, B.Com., B.L.
17 ASST. REGISTRAR (C.S. VII)	: TMT. B. SUMAIYAH, B.Sc., B.A.L., B.L.I.S.,
18 ASST. REGISTRAR (C.S. VIII)	: TMT.G.PUSHKALA, B.Com., B.A.L.,
19 ASST. REGISTRAR (C.S. IX)	TMT.S.BHAVANI, B.A.,
20 ASST. REGISTRAR (CCC)	: TMT.T.S.SUMITHRA, B.Sc., B.A.L., B.L.I.S.,
21 ASST. REGISTRAR (RECORDS)	: TMT. V. JAYANTHI, B.Sc., B.A.L., B.L.I.S.,
22 ASST. REGISTRAR (COMPUTER)	: THIRU.N.SRINIVASAN, M.A., B.A.L.,
23 ASST. REGISTRAR (C.O.)	: TMT.T.E.JANAKI, L.L.B., L.L.M., B.L.I.S.,
24 ASST. REGISTRAR (A.S)	: TMT. P. CHANDINI JASMIN, B.Sc., M.A., B.L., B.L.I.S.,
25 ASST. REGISTRAR (T & P)	: TMT.G.LAKSHMI PRIYA, M.Sc., B.A.L.,
26 ASST. REGISTRAR (PONDY)	: TMT. A.T. RANI, M.Com., B.A.L.,
27 ASST. REGISTRAR (J' SECTION)	: TMT. P. USHA RANI, B.A., B.A.L.,
28 ASST. REGISTRAR (RULES)	: TMT.P.ANITHA, B.Sc., M.A., B.A.L.,
29 ASST. REGISTRAR (LOK ADALAT)	: TMT.R.MANGAIYARKARASI, B.S.c., B.A.L.,
30 ASST. REGISTRAR (A.E.)	: THIRU.S.PURUSHOTHAMAN, B.A., B.A.L., B.L.I.S.
31 ASST. REGISTRAR (RTI Act)	: TMT. B. VIDYA, M.A., B.A.L., B.L.I.S.,
32 ASST. REGISTRAR (COMMERCIAL CASES)	: THIRU. K. KANNIAPPAN, M.A., M.L.,
33 ASST. REGISTRAR (JUVENILE JUSTICE ACT)	: THIRU. A. MATHIYALAGAN, M.A., B.L., B.L.I.S.,
34 ASST. REGISTRAR (ARBITRATION CENTRE)	: TMT. R. ANJALI DEVI, B.A., B.A.L.,
35 ASST. REGISTRAR (AUDIT)	: THIRU.S.KANNAN, B.Sc., B.L.,
36 ASST. REGISTRAR (CHIEF LIBRARIAN)	: THIRU. I. MUHAMMED SALEEM, M.A., B.L.I.S., B.L.,
37 ASST. REGISTRAR (SPL. CELL - CJ Conference)	: TMT.K.S.JAISRI, B.A., B.A.L.,
38 ASST. REGISTRAR (INSPECTION CELL)	: THIRU. T. SATHYASEKAR, M.A., B.A.L.,
39 ASST. REGISTRAR (SPL. CELL - Retd. Judges)	: THIRU. L. ANANDAN, B.Com., B.A.L., B.L.I.S.,
40 ASST. REGISTRAR-(ADMN. OFF.) Judl.Academy	: THIRU. K. SIVAKUMAR, M.A., M.Phil., B.A.L.,
<b><u>COURT MANAGERS</u></b>	
1 COURT MANAGER - I	: THIRU. C.MURALIDHARAN, M.A., M.L., M.B.A., B.L.I.S.,
2 COURT MANAGER - II	: THIRU. J.PRABHU, B.C.A., M.B.A.,



**LIST OF OFFICER IN THE CADRE OF SUB ASSISTANT REGISTRAR - Principal Seat**

1 SUB. ASST. REGISTRAR (A.S-I)	: TMT.C.JAYANTHI, B.A., B.A.L.,
2 SUB. ASST. REGISTRAR (A.S-II)	: TMT.K.SUDHA, B.Com.,
3 SUB. ASST. REGISTRAR (O.S-I)	: THIRU.C.KARUNAKARAN, B.Sc.,
4 SUB. ASST. REGISTRAR (O.S. - II)	: TMT. K. MANJULA, B.Com.,
5 SUB. ASST. REGISTRAR (A.E.)	: TMT.J.SHANTHI, B.A.,
6 SUB ASST. REGISTRAR (WRITS-I)	: TMT. V.JAYANTHI, B.A., B.A.L., B.L.I.S.
7 SUB ASST. REGISTRAR (WRITS-II)	: THIRU.G.JAYA, M.Sc., B.A.L.,
8 SUB ASST. REGISTRAR (C.O.I)	: THIRU.N.V.KANNAN, M.A., B.A.L., M.L.I.S.,
9 SUB. ASST. REGISTRAR (C.O.II)	: THIRU.S.CHINNADURAI, M.A., B.L., B.L.I.S.
10 SUB. ASST. REGISTRAR (P.A.I)	: TMT.R.GIRIJA, B.Com., B.A.L.,
11 SUB. ASST. REGISTRAR (P.A.II)	: TMT.G. ANANTHI, B.Com., B.A.L.,
12 SUB. ASST. REGISTRAR (STATISTICS)	: THIRU.S.SARAVANAN, M.A., B.A.L.,
13 SUB. ASST. REGISTRAR (Estt.,)	: TMT.N.REVATHI, B.Sc.,
14 SUB. ASST. REGISTRAR (T & P)	: THIRU.M.NALLUCHAMY, M.A., B.L.,
15 SUB. ASST. REGISTRAR (COFEPOSA)	: THIRU.M.SURESHKUMAR, B.A., B.A.L.,
16 SUB. ASST. REGISTRAR (C.S-I)	: THIRU.V.MUTHU KUMAR, M.A., B.L.,
17 SUB. ASST. REGISTRAR (C.S. - II)	: TMT.R.JANSI RANGANATHAN, B.Sc., B.A.L.
18 SUB. ASST. REGISTRAR (C.S. - III)	: THIRU. N.S.MAHADEVAN, B.Com.
19 SUB. ASST. REGISTRAR (C.S. - IV)	: THIRU.P.KARUNAKARAN, B.Com.,M.A.,M.Ed.,M.L.I.S.,M.L.,
20 SUB. ASST. REGISTRAR (C.S. - V)	: TMT.N.MALATHI, B.A., B.A.L.,
21 SUB. ASST. REGISTRAR (A.D.I)	: THIRU. V.RAJAGOPAL, M.A., M.Phil.,
22 SUB ASST. REGISTRAR (A.D.II)	: TMT.R.SUMATHY, B.Sc., B.A.L.,
23 SUB. ASST. REGISTRAR (A.D.III)	: TMT.R.JEYANTHI, B.A., B.A.L.,
24 SUB. ASST. REGISTRAR (A.D.IV)	: TMT.G.M.SAZEETHA, B.A., B.A.L.,
25 SUB ASST.REGISTRAR (ACCOUNTS)	: THIRU.D.KRISHNA KUMAR, B.Com., B.A.L.,
26 SUB. ASST. REGISTRAR (RECORDS)	: TMT.V.PREMALATHA, M.Com., B.A.L.,
27 SUB. ASST. REGISTRAR (CRL.SIDE)	: TMT.A.JANSI RANI, B.Sc., M.L.
28 SUB. ASST. REGISTRAR (C.L.A.A.)	: TMT. T.R.MOHANA BAI, B.Com.,
29 SUB. ASST. REGISTRAR (COMMERCIAL CASES)	: THIRU.V.SRIDHARAN, B.A., B.A.L.,
30 SUB. ASST. REGISTRAR (VIGILANCE)	: TMT.K.MEERA, B.Sc., B.A.L.,
31 SUB. ASST. REGISTRAR (INSOLVENTS, ACCOUNTS)	: TMT.S.MALATHI, B.Com., B.A.L.,

**ASSISTANT REGISTRAR MADURAI BENCH OF THE MADRAS HIGH COURT, MADURAI**

1 ASST. REGISTRAR (ADMN-I)	: THIRU. M. MUTHUMAHESAN, M.A., B.A.L.,
2 ASST. REGISTRAR (ADMN-II)	: THIRU.A.VIJAYARAM, M.A., B.L.,
3 ASST. REGISTRAR (A.E.)	: -VACANT-
4 ASST. REGISTRAR (A.S)	: THIRU. A.R. RANGHANATHAN, B.A., B.L.,
5 ASST. REGISTRAR (PER. ADMIN)	: THIRU.K.R. RAVICHANDRAN, B.Sc., B.A.L.,
6 ASST. REGISTRAR (RECORDS)	: THIRU.G.BALAKRISHNAN, B.A., M.L., M.L.I.S.,
7 ASST. REGISTRAR (PROTOCOL)	: THIRU.N.ELANGO, B.Com., B.L., B.L.I.S.,
8 ASST. REGISTRAR (CRL. SIDE)	: THIRU.P.S.KUMARAN, B.Sc., B.A.L.,
9 ASST. REGISTRAR (C.O)	: THIRU.V.SAMUEL, B.A., B.A.L.,
10 ASST. REGISTRAR (RTI ACT)	: THIRU. S.K. VENKATRAMAN, B.A. B.L.,
11 ASST. REGISTRAR (C.S - I)	: THIRU.A.S.VELUMANI, B.Com., B.A.L.,
12 ASST. REGISTRAR (C.S - II)	: THIRU.G.SANKAR, B.Com., B.A.L.
13 ASST. REGISTRAR (C.S - III)	: THIRU.C.SURESH, B.Com., B.A.L.,
14 ASST. REGISTRAR (WRITS)	: SELVI.J.PADMA, B.A., B.A.L.,
15 ASST. REGISTRAR (T&P)	: THIRU.K.BALARAMACHANDRAN, B.Com., B.A.L.,
<b><u>COURT MANAGER</u></b>	
1 COURT MANAGER, MAUDRAI BENCH	: THIRU.N.KRISHNAKUMAR, M.Com., M.B.A., P.G.D.C.A.,

**SUB ASSISTANT REGISTRAR MADURAI BENCH OF THE MADRAS HIGH COURT, MADURAI**

1 SUB. ASST. REGISTRAR (C.S.I)	: THIRU.M.VIJAYAKUMAR, B.A.,
2 SUB. ASST. REGISTRAR (C.S.II)	: THIRU.J.INBAKUMAR, B.Sc., B.A.L.
3 SUB. ASST. REGISTRAR (C.S.-III)	: THIRU.K.SUNDARESAN, B.Com., B.A.L., B.L.I.S., M.C.A.
4 SUB. ASST. REGISTRAR (C.S.-IV)	: THIRU.A.MATHUSOOTHANAN, B.Com., B.A.L.,
5 SUB. ASST. REGISTRAR (JUDL.)	: THIRU.S.K.DEVA ARUL, B.Com., B.L., I.C.W.A.I., (Inter), B.A.L.,
6 SUB. ASST. REGISTRAR (A.E.)	: TMT.C.LATHA, M.Com., B.Ed., B.A.L.,
7 SUB. ASST. REGISTRAR (C.O)	: THIRU.K.GOPALAKRISHNAN, B.A.,
8 SUB. ASST. REGISTRAR (P.A. Section)	: TMT.R.PADMA, B.Com., B.A.L.
9 SUB. ASST. REGISTRAR (ADMN-I)	: THIRU.T.LAKSHMANAN, B.Com.,
10 SUB. ASST. REGISTRAR (ADMN-II)	: THIRU.J.PREMKUMAR, B.A.,
11 SUB. ASST. REGISTRAR (WRITS)	: THIRU.D.DEVARAJ, B.A.,
12 SUB. ASST. REGISTRAR (LIAISONING)	: -VACANT-

**LIST OF LIBRARIANS**

- 1 LIBRARIAN, HIGH COURT, MADRAS. : THIRU.G.RAJAMANNAR, B.A., B.A.L., B.L.I.S.,  
2 LIBRARIAN, TNSJA, Chennai. : TMT.K.USHA, B.A., B.L., B.L.I.S.  
3 LIBRARIAN, Arbitration Centre,  
HIGH COURT, MADRAS. TMT.R.DURGA, B.A., B.A.L., B.L.I.S.  
4 LIBRARIAN, Regional Judicial Academy,  
Madurai. : THIRU.M.SRIRAM, B.Com., B.A.L., B.L.I.S.  
5 LIBRARIAN, Regional Judicial Academy,  
Coimbatore. : TMT.M.LATHAA, B.Com., B.A.L., B.L.I.S.,  
6 LIBRARIAN, MADURAI BENCH. : THIRU.S.SELVAM, M.B.A., B.L.I.S

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**LIST OF FINANCIAL ADVISOR**

- 1 TMT.B.R.RAJESWARI, B.A., - Principal Seat (Interal Audit Wing)  
2 TMT.C.ANUJA, - Madurai Bench (Interal Audit Wing)

**CHIEF ACCOUNTS OFFICERS**

- 1 THIRU.S.JAYAPRAKASH, B.Com., M.A. - Principal Seat  
2 THIRU.J.JAGADEESAN, B.Com., - Principal Seat (Interal Audit Wing)

**AUDIT OFFICERS (Internal Audit Wing)**

- 1 THIRU.T.PREMRAJ, B.Com., - Principal Seat  
2 THIRU.S.KARTHI, M.Com., - Principal Seat  
3 THIRU.J.NAGARAJAN, B.Sc., PGDCA., - Principal Seat  
4 THIRU.R.PRASANNA, B.Sc., - Principal Seat  
5 THIRU.K.S.VASU, HSC - Principal Seat  
6 THIRU.R.SUBBURAJ, M.A., M.L., - Principal Seat

- 1 THIRU.S.SARAVANAN - Madurai Bench  
2 TMT.K.KANAGAVALLI - Madurai Bench  
3 TMT.A.MUTHUKUMARI - Madurai Bench  
4 THIRU.S.RAMALINGAM - Madurai Bench

**Names and Designation of the APIO and other Officials working in the  
RTI Section, High Court, Madras as on 03.01.2019**

<b><u>S.No.</u></b>	<b><u>Name</u></b>	<b><u>Designation</u></b>
1.	V.Subbulakshmi	Assistant Public Information Officer / Joint Registrar (RTI Act)
2.	B.Vidya	Assistant Registrar (RTI Act)
3.	G.M.Sazeetha	Sub Assistant Registrar (A.D-IV)
4.	K.Singaram	Section Officer
5.	M.Gomathi	Assistant Section Officer
6.	M.Sangeetha	Assistant Section Officer
7.	G.Surendar	Assistant Section Officer
8.	G.Gunasekar	Assistant Section Officer
9.	S.Thamizhselvi	Computer Operator
10.	R.Maheshrani	Computer Operator
11.	V.Sharmila	Assistant
12.	P.Ramalingam	Reader / Examiner
13.	R.Sumathi	Reader / Examiner
14.	T.Ramprasath	Reader / Examiner