



**HIGH COURT OF TRIPURA
AGARTALA**

Year: 2024-25

**Proactive Disclosure of Information Under Section 4(1) (b)
of Right to Information Act, 2005 by the High Court of
Tripura as Public Authority**

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1) High Court of Tripura- organisation, functions and duties:

The High court of Tripura is the apex body of the State judiciary situated in the Agartala City. It is a constitutional Court in terms of Article 215 of the Constitution of India headed by the Hon'ble Chief Justice. The

present sanctioned strength of the Hon'ble Judges of the High Court of Tripura is 5(five). Every Judge including the Chief Justice is appointed by the President of India by Warrant under His Excellency's hand and seal. Every permanent Judge will continue in office until attainment of the age of 62 years.

The Registry of the High Court of Tripura is headed by the Registrar General, who is the Chief Administrative Officer having overall control over the day to day matters of the High Court. In addition, there are three other Registrars, 1 (One) Joint Registrar, 5 (five) Deputy Registrars and 8 (eight) Assistant Registrars in-charge of the following wings:

- (i) Judicial
- (ii) Vigilance and Rules
- (iii) Administration, Planning & Management
- (iv) Computerization
- (v) Accounts
- (vi) Protocol
- (vii) Bench
- (viii) Statements

The Registrars, Joint Registrar, Deputy Registrars and Assistant Registrars are the controlling officers of various sections of the High Court. Apart from there officers, there are Superintendents, Head Clerk/ Accountant, Sr. Administrative Assistant, Bench Assistant, Jr. Administrative Assistant, Restorer, Driver, Record Arranger, Treasury Sarkar, Sr. Photocopier Operator, Photocopier Operator, Jamadar, Duftry, Cook, Peon/Orderly, Mali, Cleaning Assistant, Electrician, Plumber, day/Night Guard. In addition to these support staffs, there is one Principal Secretary to Hon'ble the Chief Justice. The cadre of stenographers consists of Secretaries to Hon'ble the Chief Justice and Hon'ble Judges, private Secretaries and personal Assistants. The Library Section of the Registry is manned by one Chief Librarian and one Librarian-cum-Research Officer, Assistant Librarians and Library Assistants. The Paper Book Section of this Registry is meant by Special Officer (now vacant), Chief Translator (now vacant), Senior Grade Translators and Junior Grade Translators. The IT (Information Technology) wings of the High Court is manned by one Senior System Analyst, two System Analysts, three Programmers and three Sr. Computer Assistants. The eCourts Services of the High Court of Tripura has created a separate cadre for technical manpower namely Sr. System officer, System Officers and System

Assistants who are responsible for implementation of the eCourts project in the State Judiciary.

Functions and duties of the High Court of Tripura are those conferred under the Constitution of India which is primarily based on administration of Justice in its jurisdiction and administering subordinate judiciary. The work in the High Court falls into two categories, viz, the Judicial and Administrative. The Judicial Branch deals with the receipt and disposal of cases and all matters pertaining to the administration of justice. All other items of work including the administrative duties and functions devolving on the High Court as the head of the State Judiciary are dealt within the Administrative Branch.

In terms of Article 226 of the Constitution of India, the High Court has power in relation to its territorial jurisdiction to issue directions, orders and writs including writs in the nature of habeas corpus, mandamus, prohibition, quo warranto and certiorari for enforcement of fundamental right guaranteed to the citizens under Part-III of the Constitution or for any other purpose. The High Court also has superintendence over all the Courts and Tribunals throughout the territory in relation to which it exercises jurisdiction, as provided in Article 227 of the Constitution.

The business and exercise of the powers of the high Court of Tripura are regulated by the provisions contained in 'The High Court of Tripura Rules, 2023' and the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 as well as the Administrative Orders time to time issued by the Hon'ble Chief Justices since the establishment of the High Court in 2013. The High Court has appellate as well as revisional jurisdiction in both civil as well as criminal matters apart from power to answer reference under certain statutes.

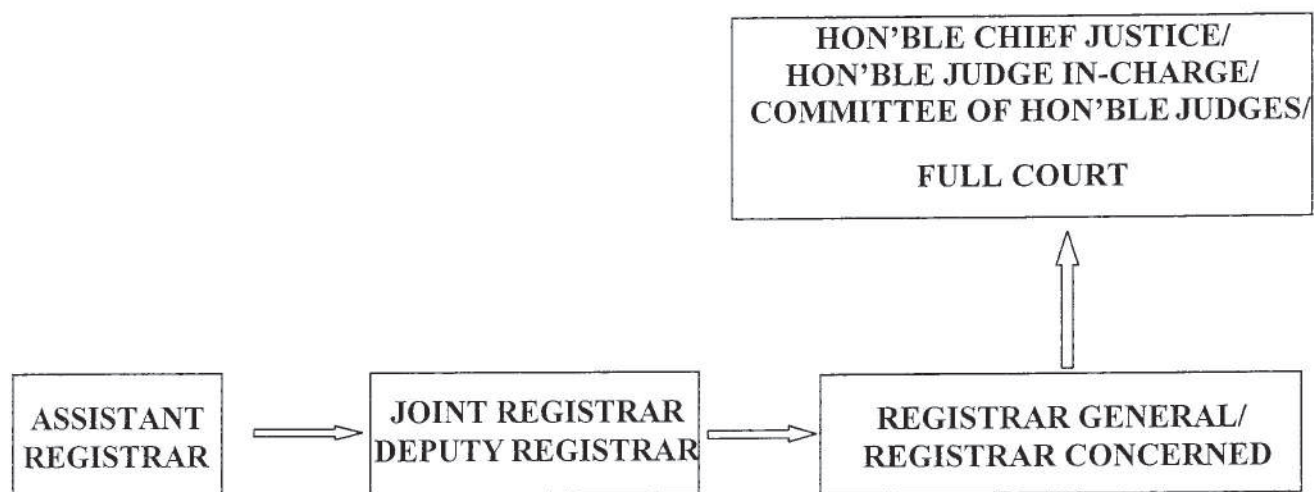
The business and exercise of the powers of the High Court of Tripura are regulated by the provisions contained in 'The High Court of Tripura Rules, 2023' and the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 as well as the Administrative Orders time to time issued by the Hon'ble Chief Justices since the establishment of the High Court in 2013. The High Court has appellate as well as revisional jurisdiction in both civil as well as criminal matters apart from the power to answer Reference under certain statutes.

2) **The powers and duties of the officers and employees of the High Court.**

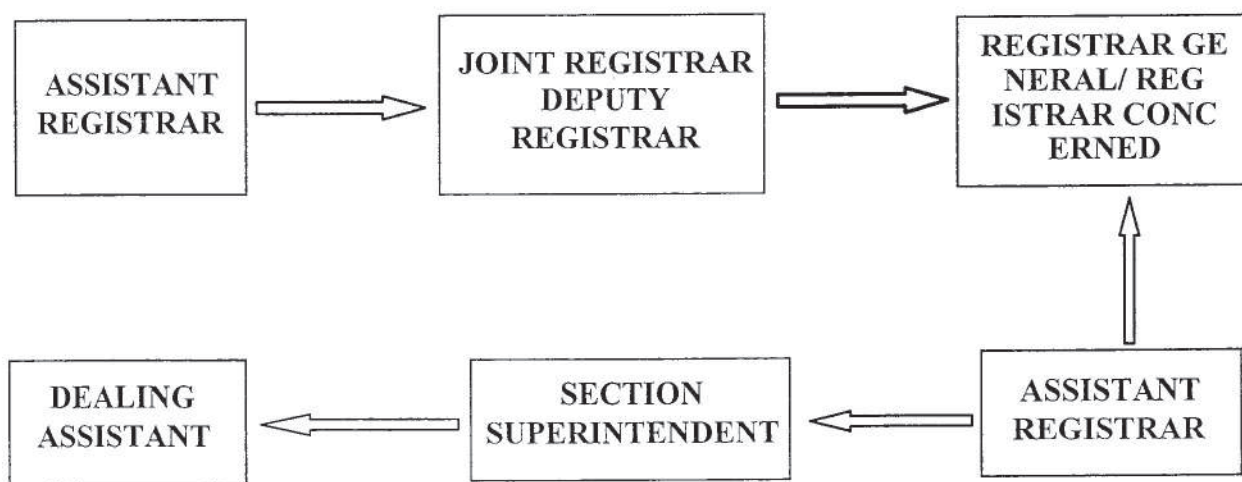
The Powers and duties of the officers and employees of the High Court of Tripura are prescribed in High Court of Tripura Rules, 2023 dated 05.01.2023 (Annexure-I).

3) **The procedure followed in the decision making process, including channels of supervision and accountability**

The decision making process in the High court involves preparation of files by the Dealing Assistants, which are checked by the Superintendents concerned. Thereafter, the same is sent to the Assistant Registrar concerned who is the Controlling Officer. From him, the file is circulated to the decision making authority in the following manner, depending on the matter concerned and the power delegated:



The channel of supervision in the High Court is represented in the following manner:



4) **The norms set by the High Court for the discharge of its functions**

Since the primary function of the High Court is to dispense 'Justice' to the litigants and others in accordance with the laws, priority is given to achieve this aim. The functions of the High Court of Tripura are discharged in accordance with the various rules and regulations framed for this purpose. All the functions are discharged under the supervision of Hon'ble the Chief Justice/ Committees/ Hon'ble Judges/ Registrars as per assignment of functions. Issues are dealt with in priority basis, expeditiously taking into account, various instructions issued from time to time.

While discharging official duties by the employees and officers of the High Court of Tripura, 'The High Court of Tripura Rules, 2023' and the High Court of Tripura Services (Appointment, Conditions of Service and Conduct) Rules, 2014 framed by the High Court in exercise of powers conferred under article 229 of the Constitution are followed.

5) **The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging of its functions**

Mainly, the following rules, regulations, instructions held by the High Court or under its control or followed by the Officers and staffs of the High court of Tripura for discharging its function:

1. The High Court of Tripura Rules, 2023
2. The High Court of Tripura e-Courts Services (Appointment, Conditions of Service & Conduct) Rules, 2013
3. The High Court of Tripura (Right to Information) Rules, 2013
4. Guidelines for the purpose of Designating Advocates as Sr. Advocates of the High Court of Tripura
5. The High Court of Tripura Lawyer's Chambers (Allotment & Occupancy) Rules, 2013
6. The High Court of Tripura Civil Courts (Commissioners) Rules, 2017
7. The High Court of Tripura Utilization and Allotment of vehicle Rules, 2015
8. The Medical facilities for the Retired Judges of the High Court of Tripura & their Families Rules, 2017

- 7
9. Mediation (High Court of Tripura) Rules, 2016
 10. High Court of Tripura Services (Appointment, Conditions of Service & Conduct) Rules, 2014
 11. Tripura Judicial Service rules, 2003
 12. The Tripura Judicial Commissioner's Court (Condition of service of Staff) Rules, 1959
 13. Tripura Judicial Academy Services (Appointment, Conditions of Service & Conduct) Rules, 2014
 14. Scheme for Law clerk-cum-Legal Research Assistant in High Court of Tripura, 2018
 15. The Tripura Advocates Welfare Fund Rules, 2020
 16. The Tripura Subordinate Civil Courts' Ministerial Establishment Rules, 1965
 17. The Tripura District Courts' Ministerial Establishment (Recruitment and Conditions of Service) Rules, 2014
 18. The Tripura State Legal Services Authority Rules, 1998
 19. The Tripura State Legal Services Authority Regulations, 1998
 20. Tripura State Legal Services Authority (Conditions of Service and the Salary and Allowances of the Officers and Other Employees) Rules, 2012
 21. Legal Aid and Legal Advice to the Poor Rules, Tripura, 1980
 22. The Gender Sensitization and Sexual Harassment of Women at the High Court and the District Courts of Tripura (Prevention, Prohibition and Redressal) Regulations, 2013.

6) **Categories of documents that are held by it or under its control**

The following categories of documents are held by the High Court of Tripura or under its control:

- i. All the case records of different cases disposed of and pending (as per Rules).
- ii. Records sent by the subordinate courts.
- iii. Judgements rendered by the High Court.
- iv. Documents and records on administrative matters.
- v. Annual Confidential Reports, Gradation List and Seniority List of Judicial/Gazetted Officers and employees

7) **Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

There is no arrangement to solicit the views of the Members of the Public in relation to the formulation of the policies or implementation thereof in the High Court of Tripura.

8) **Statement of Boards, Councils, Committees and other bodies**

There are no Boards, Councils and other bodies for the purpose of its advice pertaining to this High Court.

However, the Committees enlisted in **Annexure-II** have been constituted by Hon'ble the Chief Justices from time to time for the functioning of the High Court and the Courts of the District Judiciary, Meetings of these Committees are not open to the public. Minutes of the meeting may be made available to the public on request, subject to the provision of the RTI Act, 2005 and the High Court of Tripura RTI Rules, 2013.

9) **Directory of officers and employees**

The Directory of the officers and employees of the High Court of Tripura is provided in **Annexure-III** of this document.

10) **Monthly remuneration received by officers and employees**

Average monthly remuneration received by officers and employees of the High Court of Tripura during the year 2024-25 is **Rs. 1,90,28,234/-**

11) **Budget allocated to each of its agency, indicating the particulars of all plan, proposed expenditures and disbursements made**

Does not arise.

12) **Manner of execution of subsidy programmes including the amounts allocated and details of beneficiaries of such programmes**

Does not arise.

13) **Particulars of recipients of concessions, permits or authorisations granted by the High Court**

Not applicable..

14) Information held by / available to the High Court, reduced in an electronic form

The documents that have been reduced to electronic form and are available in the website of the High Court of Tripura (<https://thc.nic.in>) can be found in the eLibrary Segment.

Apart from the above, the following information is being made available at the official website of the High Court of Tripura:

- i. Daily Cause List
- ii. Case Status
- iii. Court Order
- iv. Judgement
- v. Monthly Statement
- vi. Institution and Disposal Data
- vii. Case Clearance Rate
- viii. Notifications
- ix. Video Conferencing
- x. Justice Clock
- xi. Reportable Judgement
- xii. High Court Library
- xiii. Administrative Orders
- xiv. e-Newsletter and eCommittee Newsletter
- xv. Reports of the High Court
- xvi. Official YouTube Channel
- xvii. Daily data for Prison Occupancy
- xviii. Reportable Judgement
- xix. Profile of Judicial Officers
- xx. Information of eCourts
- xxi. Rules
- xxii. Digital Display and
- xxiii. Circulated Judgments.

In addition to the above services made available through the High Court website, adequate numbers of LCD Screens are installed at conspicuous places in the Registry and every Court-Hall including Bar for displaying the number and category of case being heard in every Court during the court hours. This facility has also been extended through a mobile application which is compatible with Android Platform.

The High Court Library has been computerized using the 'KOHA' Library Software developed by the eCommittee, Hon'ble Supreme Court of India. However, search facility is not available to the public.

The 'Justice Clock' installed in front of the main building of the High Court displays the daily status regarding pendency and disposal of cases by the High Court and the District Courts including the status of old pending cases for the information of the public in general.

15) Facilities available to citizens for obtaining information including the working hours of a library or reading room, if maintained for public use

There is no Library or Reading Room in the High Court for public use. The Public Information Officer, appointed under the RTI Act, 2005 is available during office hours on all working days.

However, the following facilities have been extended to the citizens for obtaining information on various matters:

- i. The computerized and paperless eSewa Kendra functioning in the High Court premises furnishes information on the status of cases pending/disposed of in the High Court of Tripura and the eFiling Status.
- ii. Certified copies of the orders/judgment of this Court are available from the Certified Copy Section,
- iii. Public can access the search facility in the High Court website to avail information in cases pending/disposed,
- iv. Digital Display System has been installed in each Court Room and corridors including Bar to provide ongoing case status listed before the Courts,
- v. Information on other matters within the purview of the RTI Act, 2005 may be obtained from the Assistant Public Information Officer.

16) **Name, designation and other particulars of the Appellate Authority and Public Information Officer**

First Appellate Authority	Public Information Officer
Shri. Rajib Bhattacharjee, Registrar (Vigilance & Rules), High Court of Tripura, Agartala-799010, Tripura. Email: r.bhattacharjee.aj.gov.in	Smt. Mou Banerjee, I/C. Deputy Registrar (Judicial), High Court of Tripura, Agartala-799010, Tripura. Email: mou.banerjee@aj.gov.in

17) **Such other information as may be prescribed and thereafter update these publications every year**

The information provided herein shall be updated prior to the commencement of the next financial year.

N.B: Utmost care has been taken in furnishing information correctly. If any information is found incorrect, it is purely accidental and unintentional.

MOU BANERJEE
2025.07.25 17:09:12 +05'30'
I/C Dy. Registrar (Judicial)
(Public Information Officer)
High Court of Tripura

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HIGH COURT OF TRIPURA AGARTALA

Administrative powers and duties of Registrars, Officers and their Reporting Authority including the channels of supervision and decision-making process

Sl. No.		Responsibilities & duties		Reporting Authority
1.	Registrar General (RG)	1.	Overall supervision of the working of the Registry as Controlling Officer as well as Head of the Department.	Sole Responsibility
		2.	All correspondence concerning the Judiciary and to act as Spokesperson for the High Court and to coordinate between the High Court and the Central/State Government in administrative affairs. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg (Judl.)/ Dy. Reg (admn.) → Reg. (Judl.)/Reg. (Admn.) → RG]</i>	Chief Justice
		3.	To prepare Agenda Notes for the meetings of the Full Court/Standing Committee/Special Committee/ Appeal Committee and to convene such meetings. <i>[Matters to be routed through concerned Section → Secretary/PS to RG → RG]</i> .	Chief Justice
		4.	Matters concerning the appointment of President of State Consumer Commission, appointment of Director of Prosecution, appointment of Enquiry Commission and other appointments wherein consultation with or approval etc. of the Hon'ble Chief Justice or the High Court is required. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg (Judl.) → Reg. (Judl.) → RG]</i>	Chief Justice
		5.	Matters regarding the Chief Justices' Conference and Joint Conference of the Chief Ministers and Chief Justices and implementation of the Resolutions thereof. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg (Judl.) →</i>	Chief Justice

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SL No.	Responsibilities & duties	Reporting Authority
	Reg. (Judl.) → RG]	
6.	Matters for recruitment including promotion of all Judicial Officers. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice/Full Court
7.	Matters of recruitment, promotion, posting and seniority in respect of all staff including Officers under the High Court Services. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg (Admn.) → Reg. (Admn.) → RG]</i>	Chief Justice
8.	Reporting Authority of ACRs of all Gazetted Officers of the High Court except Secretary, PS and PA of Hon'ble the Chief Justice and other Hon'ble Judges and the Judicial Officers posted in the Registry. <i>[Matters to be routed through RG Secretariate → Secretary / PS to RG → RG]</i>	Chief Justice
9.	Accepting Authority of ACRs of all non-Gazetted staff of the High Court Services. <i>[Matters to be routed through RG Secretariate → Secretary / PS to RG → RG]</i>	Sole responsibility
10.	Matters relating to the swearing in ceremony pertaining to the Hon'ble Chief Justice and Hon'ble Judges / Independence Day / Republic Day celebrations, Farewells, Dinners etc. pertaining to the Hon'ble Chief Justice and Hon'ble Judges. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg (Admn.) → Joint Registrar → Reg. (Admn.) → RG]</i>	Chief Justice
11.	All correspondence including L.T.C, Leave Encashment, Concurrent Charge etc. of Judicial Officers. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-II) → Dy. Reg (Admn.) →</i>	Portfolio Judge/Chief Justice

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SL No.	Responsibilities & duties	Reporting Authority
	Reg. (Admn.) → RG]	
12.	Purchase of furniture and other office items and writing off of unserviceable furniture and office items of the High Court/Subordinate Judiciary (in case of seeking permission) upto Rs. 3 Lakhs. [Matters to be routed through concerned Section → Asstt. Reg. (Admn-II) → Dy. Registrar (Admn.) → Joint Registrar /DDO (for High Court) → Reg. (Admn.) → RG]	Sole responsibility
13.	Purchase of furniture and other office items and writing off of unserviceable furniture and office items of the High Court/Subordinate Judiciary (in case of seeking permission) above Rs. 3 Lakhs. [Matters to be routed through concerned Section → Asstt. Reg. (Admn-II) → Dy. Registrar (Admn.) → Joint Registrar /D.D.O (for High Court) → Reg. (Admn.) → RG]	Chief Justice
14.	Leave of the High Court Judges. [Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Registrar (Admn.) → Reg. (Admn.) → RG]	Chief Justice
15.	Establishment of Courts. [Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]	Chief Justice/ Full Court
16.	Transfer and Posting of all Judicial Officers. [Matters to be routed through concerned Section → Secretary / PS to RG → RG]	Chief Justice/ Full Court
17.	Communication of remarks in the ACRs of Gazetted Officers and staff of the High Court. [Matters to be routed through RG Secretariate → Secretary / PS to RG → RG]	Sole responsibility
18.	Implementation of the Finance Commissions' recommendations and Centrally Sponsored Scheme. [Matters to be routed through concerned	Chief Justice/ Appropriate committee

Sl. No.	Responsibilities & duties	Reporting Authority
	Section → Asstt. Reg. (Admn-II) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]	
19.	i. All kinds of leave of all gazetted officers from the rank of Dy. Registrar up to the rank of Registrar General. [Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]	Chief Justice
	ii. All kinds of leave of officials (non-gazetted/ gazetted) up to the rank of Asstt. Registrar [Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → Jt.Reg. (for Drivers & Gr-IV staff) → Reg. (Admn.) → RG]	Sole responsibility
20.	i. LTC/HTC of all gazetted officers of the Registry of the High Court [Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → D.D.O. → Reg. (Admn.) → RG]	Chief Justice
	ii. LTC/HTC of all non-gazetted officials of the Registry of the High Court. [Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → D.D.O. → Reg. (Admn.) → RG]	Sole responsibility
21.	Granting of ACP to the staff of the High Court Services. [Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]	Chief Justice
22.	Maintenance of all confidential records including the ACRs of the Gazetted and non-Gazetted employees of the High Court. [Matters to be routed through RG Secretariate	Sole responsibility

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SL No.	Responsibilities & duties	Reporting Authority
	→Registrar(Admn.)→RG]	
23.	Litigation by or against the High Court in the Supreme Court. <i>[Matters to be routed through concerned Section→ Asstt. Registrar (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)→RG]</i>	Chief Justice
24.	Litigation by or against the High Court in the High Court. <i>[Matters to be routed through concerned Section→ Asstt. Registrar (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)→RG]</i>	Chief Justice/any Hon'ble Judge as may be nominated by the Chief Justice.
25.	All matters relating to the infrastructure/construction of the Court buildings/VWDC(in case of financial issues) matters of the District Judiciary. <i>[Matters to be routed through concerned Section → Asstt. Reg.(Admn.-II) → Dy. Reg. (Admn.) → Reg. (Admn.)→RG]</i>	Appropriate Committee/ Chief Justice/Full Court
26.	All matters relating to Chief Justice's Bungalow. <i>[Matters to be routed through concerned Section → Asstt. Reg. (C.O. Section) →Dy. Reg. (Prot.) → Reg. (Admn.)→RG]</i>	Registrar General/Chief Justice
27.	Pension, medical reimbursement claims and other dues of the Chief Justice and Judges. (Retired and incumbent). <i>[Matters to be routed through concerned Section→ Asstt. Reg.(Accnts.) → Dy. Reg. (Accnts.)→D.D.O.→Reg. (Admn.)→RG]</i>	Registrar General
28.	Pension, medical reimbursement claims and other dues of all the serving and retired Judicial Officers/Gazetted Officers/Non-Gazetted staff of the Registry. <i>[Matters to be routed through concerned Section → Asstt. Reg.(Accnts.) → Dy. Reg. (Accnts.) → D.D.O. → Reg. (Admn.)→RG]</i>	Registrar General

SL No.	Responsibilities & duties	Reporting Authority
	29. Information to the Supreme Court, High Courts, Parliament and Assembly of the State/Central Government. <i>[Matters to be routed through concerned Section → Asstt. Registrar (Admn.II) → Dy. Reg. (Judl.)/Dy. Reg. (Admn.) → Reg. (Judl.)/Reg. (Admn.) → RG]</i>	Chief Justice
	30. Management of cases in the High Court and District Courts including all matters relating to Judicial Work in High Court and District Courts. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Chief Justice
	31. All matters relating to the VWDC of the District Judiciary except financial matters <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Registrar General/ Appropriate Committee/Chief Justice/Full Court
	32. Vigilance and disciplinary matters (including complaints and enquiries) pertaining to all Gazetted and Non-Gazetted officials of the Registry of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Registrar General/ Chief Justice
	33. Confirmation of service pertaining to Judicial Officers of the State and consideration of continued utility of all Judicial Officers on attaining the age of 50/55/58. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice/Full Court

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Sl. No.	Responsibilities & duties	Reporting Authority
34.	Granting of selection/super time scale grade to the District & Sessions Judges and for granting of ACP to the Judicial Officers of the State. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Appropriate Committee/Full Court
35.	Framing of Rules & other matters relating to Rule Section of the High Court and Subordinate Courts. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice/ Appropriate Committee
36.	All matters relating to designation of advocates as Senior Advocates by the High Court and verification of their Income Tax Returns. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice/Full Court
37.	Preparation of draft charge-sheets/memorandums of charge. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Registrar General/ Appropriate Committee/Registrar General/ Portfolio Judge/Chief Justice
38.	Establishment of field-based network to assess the overall and spoken reputation of the Judicial Officers. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Portfolio Judge/Chief Justice
39.	Financial matters relating to Computer Section. <i>[Matters to be routed through concerned Section → System Analyst → Dy. Reg. (Vig.)-cum-CPC → Reg. (Admn.) → DDO → RG]</i>	Judge-in-Charge/ Chief Justice

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SL No.	Responsibilities & duties	Reporting Authority
	<p>40. Matters relating to purchase of new vehicle including supervision of vehicles and all other office items.</p> <p><i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.-II) → Dy. Reg. (Admn.) → Joint Reg./D.D.O. → Reg. (Admn.) → RG]</i></p>	Chief Justice
	<p>41. Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court including official residences of the Hon'ble Judges and staff of the High Court Registry.</p> <p><i>[Matters to be routed through concerned Section → Asst. Reg. (CO Section) → Dy. Reg. (Admn.) → Joint Reg. → Reg. (Admn.) → RG]</i></p>	Registrar General/ Chief Justice
	<p>42. All matters relating to purchase of Office items of Store Section.</p> <p><i>[Matters to be routed through concerned Section → Dy. Reg. (Admn.) → Joint Reg./ D.D.O. → Reg. (Admn.) → RG]</i></p>	Registrar General/Chief Justice
	<p>43. Financial matters relating to computerization in the High Court and Subordinate Courts including utilization of funds released under e-Courts Project.</p> <p><i>[Matters to be routed through concerned Section → System Analyst → Dy. Reg. (Vig.)-cum-CPC → DDO → Reg. (Admn.) → RG]</i></p>	Judge-in-Charge/ Chief Justice
	<p>44. Welfare of the staff members of the High Court.</p> <p><i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.-II) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i></p>	Registrar General

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SL No.	Responsibilities & duties	Reporting Authority
45.	All matters relating to lawyers' chambers of the High Court. <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.-II) → Dy. Reg. (Admn) → DDO → Reg. (Admn.) → RG]</i>	Appropriate Committee/ Chief Justice
46.	Beautification / Gardening and all other matters of the High Court and Judges Bungalows. <i>[Matters to be routed through concerned Section → Asst. Reg. (CO Section) → Dy. Reg. (Prot.) → Jt. Reg. → Reg. (Admn.) → RG]</i>	Chief Justice
47.	Infrastructure development and all maintenance works of the High Court. <i>[Matters to be routed through concerned Section → Asst. Reg. (CO Section) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]</i>	Registrar General/ Chief Justice
48.	All matters relating to High Court Canteen. <i>[Matters to be routed through concerned Section → Asst. Reg. (CO Section) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]</i>	Appropriate Committee/Chief Justice
49.	All financial matters and budget of the High Court. <i>[Matters to be routed through concerned Section → Asst. Reg. (Accnts.) → Dy. Reg. (Accnts.) → DDO → Reg. (Admn.) → RG]</i>	Appropriate Committee/Registrar General/ Chief Justice
50.	Distribution and time to time verification of store materials. <i>[Matters to be routed through concerned Section → Dy. Reg. (Admn.) → Jt. Reg. → Reg. (Admn.) → RG]</i>	Registrar General
51.	Matters relating to detailment of High Court vehicles. <i>[Matters to be routed through Asst. Reg. (CO Section) → Jt. Reg. → Reg. (Admn.) → RG]</i>	Chief Justice

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Sl. No.	Responsibilities & duties	Reporting Authority
52.	Attendance of all officials of the Registry of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.I) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i>	Registrar General
53.	All correspondence concerning the Judiciary and to coordinate between High Court and the Central/State Government in administrative/judicial affairs. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.I) → Dy. Reg. (Admn.)/Dy. Reg. (Judl.) → Reg. (Admn.)/ Reg. (Judl.) → RG]</i>	Chief Justice
54.	Video Conferencing matter <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn-I) → Dy. Reg. (Vig.)-cum- C.P.C → Reg. (Judl.) → RG]</i>	Chief Justice
55.	Annual Report of High Court of Tripura <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.I) → Dy. Reg. (Vig.)- cum- C.P.C. → Reg. (Admn.) → RG]</i>	Chief Justice
56.	Deputation of Judicial Officers to other Departments <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.I) → Dy. Reg. ((Vig.)- Cum- C.P.C.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice
57.	Observance of High Court Day <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.-I) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i>	Chief Justice
58.	Any other administrative work not expressly assigned to any other Registrars	Chief justice
59.	Any other matter not covered by any of the subjects mentioned above.	Chief justice

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Sl. No.		Responsibilities & duties		Reporting Authority
2.	Registrar (Vigilance & Rules)	1.	Transfer and Posting of all Judicial Officers. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice/Full Court
		2.	Vigilance and disciplinary matters (including complaints and enquiries) pertaining to all Judicial Officers of the State. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Portfolio Judge/ Chief Justice/ Full Court
		3.	Vigilance and disciplinary matters (including complaints and enquiries) pertaining to all Gazetted and Non-Gazetted officials of the Registry of the High Court. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice
		4.	ACRs of the Judicial Officers and communication of the remarks in the ACR. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)]</i>	Annual Report of High Court of Tripura <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.I) → Dy. Reg. (Vig.) - cum - C.P.C. → Reg. (Admn.) → RG]</i>
		5.	Consideration of the representations submitted by the Judicial Officers for expunction of adverse remarks in the ACRs. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)]</i>	Chief Justice/Full court

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Sl. No.	Responsibilities & duties	Reporting Authority
6.	Matters relating to inspection of the Courts and Tribunals under the supervisory jurisdiction of the High Court by the Hon'ble Portfolio Judges, District Judges and Presiding Officers of the concerned Subordinate Courts of their own Courts and all other matters connected thereto. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RGJ]</i>	Concerned Portfolio Judge/Chief Justice
7.	Confirmation of service pertaining to Judicial Officers of the State and consideration of continued utility of all Judicial Officers on attaining the age of 50/55/58. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RGJ]</i>	Chief Justice/Full Court
8.	Granting of selection/super time scale grade to the District & Sessions Judges and also for granting of ACP to the Judicial Officers of the State. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RGJ]</i>	Appropriate Committee/ Full Court
9.	Maintenance of all confidential records including the ACRs of the Judicial officers of the State. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)]</i>	Sole responsibility
10.	Safe custody of the records pertaining to the competitive examinations conducted by the High Court in connection with recruitment of Judicial Officers and staff of the High Court. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)]</i>	Sole responsibility

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SL No.	Responsibilities & duties	Reporting Authority
11.	Framing of Rules and other matters relating to Rule Section of the High Court and Subordinate Courts. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Appropriate Committee/Chief Justice
12.	All matters relating to designation of advocates as Senior Advocates by the High Court and verification of their Income Tax Returns. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules) → RG]</i>	Chief Justice/Full Court
13.	Matters for recruitment including promotion of all Judicial Officers. <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.-I) → Dy. Reg. (Vig.) → Reg. (Vig.) → RG]</i>	Registrar General/Chief Justice/Full Court
14.	Matters relating to recruitment, posting, promotion, transfer of all the staff members of the District Judiciary. <i>[Matters to be routed through concerned Section → Asst. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)]</i>	Appropriate Committee/Chief Justice
15.	Lawazima Court of the High Court except the matters as mentioned in Order No.F.40(21)-HCT/BENCH/REGISTRY/2013/7046-82 dated 10.05.2013. <i>[Matters to be routed through concerned Section → Asst. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Vig. & Rules)]</i>	Sole responsibility
16.	All matters relating to Judicial Officers of the District Judiciary including leave, leave encashment and vesting of judicial powers etc. <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn.-II) → Dy. Reg. (Vig.) → Reg.]</i>	Concerned Portfolio Judge/Chief Justice/Full Court

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SL No.		Responsibilities & duties	Reporting Authority
		(<i>Vig. & Rules</i>)→RG]	
	17.	Holding of discrete or preliminary enquiries and evolving a confidential mechanism for such inquiries, supervision of inquiry branch and inquiry cell. [<i>Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)</i>]	Concerned Portfolio Judge/Chief Justice
	18.	Critical analysis of the complaints or discrete/preliminary inquiry report to assist the competent authority in deciding, as to whether a regular inquiry into the allegation(s) is required. [<i>Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)</i>]	Appropriate Committee/Portfolio Judge/Chief Justice
	19.	Preparation of draft charge-sheet /memorandum of charge. [<i>Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)→RG</i>]	Appropriate Committee/Registrar General/Portfolio Judge/Chief Justice
	20.	Scrutiny of assets & liabilities, statement of the Judicial Officers and overall supervision of Vigilance Section. [<i>Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)</i>]	Sole responsibility
	21.	Establishment of field-based network to assess the overall and spoken reputation of the Judicial Officers. [<i>Matters to be routed through concerned Section → Asstt. Reg. (Vig.) → Dy. Reg. (Vig.) → Reg. (Vig. & Rules)→RG</i>]	Portfolio Judge/Chief Justice
	22.	First Appellate Authority under Right To Information Act, 2005. [<i>Matters to be routed through</i>	Sole responsibility

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Sl. No.		Responsibilities & duties	Reporting Authority
		<i>concerned Section → Reg. (Vig. & Rules)]</i>	
		23. Deputation of Judicial Officers to other Departments [Matters to be routed through concerned Section → Asst. Reg. (Admn.I) → Dy. Reg. (Vig.)- Cum- C.P.C.) → Reg. (Vig. & Rules) → RG]	Chief Justice
		24. Any other matters pertaining to discipline and vigilance not covered by any other specific heading.	Chief Justice
		25. Any other matters assigned by the Chief Justice, Hon'ble Judges and Registrar General.	Sole responsibility
3.	Registrar (Judicial)	1. Supervisory Officer relating to all Bench and Judicial matters.	Sole responsibility
		2. Holding of Lawazima Court of the High Court in absence of the Registrar (Vig.) as per the Order No. 48, dated 08.01.2014.	Chief Justice
		3. Compilation and management of Judgments delivered by the High Court. <i>[Matters to be routed through Library Section → Chief Librarian → Reg. (Judl.)]</i>	Chief Justice
		4. Preparation and maintenance of statistical information of cases of the Courts of the District Judiciary. <i>[Matters to be routed through concerned Section → Asst. Reg. (Statements) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Chief Justice/Full Court
		5. Preparation of Calendar for the High Court and District Judiciary of Tripura. <i>[Matters to be routed through concerned Section → Asst. Reg. (Admn-I) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Chief Justice

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Sl. No.	Responsibilities & duties	Reporting Authority
6.	Court management and administration. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Chief Justice
7.	Preparation of Roster. <i>[Dy. Registrar (Judl.) → Reg. (Judl.)]</i>	Chief Justice
8.	Information to the Supreme Court, High Courts, Parliament and Assembly of the Central/State Government relating to Judicial matters. <i>[Matters to be routed through concerned Section → Asstt. Registrar (Admn.-II) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Sole responsibility
9.	Detailing of all Non-Gazetted Class-III Staff of Bench Section. <i>[Matters to be routed through concerned Section → Asstt. Registrar (Admn.-II) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Registrar General
10.	Reporting Authority of ACRs of all Non-Gazetted Class-III Staff of Bench Section. <i>[Matters to be routed through RG Secretariat → Secretary/PS to RG → Reg. (Judl.) → RG]</i>	Sole responsibility
11.	Preparation of Paper Books. <i>[Matters to be routed through concerned Section → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Sole responsibility
12.	Matters relating to preparation of certified copies of Orders, documents and uncertified copies of Orders. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Sole responsibility
13.	Matters relating to preparation of Cause List and grouping of cases. <i>[Matters to be routed through</i>	Sole responsibility

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SL No.	Responsibilities & duties	Reporting Authority
	<i>concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)</i>	
14.	File tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Sole responsibility
15.	Preparation of decree in the Judicial/Bench Section of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Sole responsibility
16.	Matters relating to issuance of license of Advocates Clerk in the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Chief Justice
17.	Management of cases in the High Court and District Courts including all matters relating to Judicial Work in High Court and District Courts. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Chief Justice
18.	Compliance with the Orders and Judgments of the Supreme Court of India and the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Chief Justice
19.	Destruction/reconstruction of the judicial records in the High Court and conducting inquiry etc. concerning the loss/misplacement of such record.	Sole responsibility

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Sl. No.		Responsibilities & duties	Reporting Authority
		<i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	
20.		Jail appeals, complaints and other matters pertaining to jails and UTPs/convicts. <i>[Matters to be routed through concerned Section → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Chief Justice
21.		All matters relating to statements of the High Court and District Courts. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Statements) → Dy. Reg. (Judl.) → Reg. (Judl.)]</i>	Chief Justice
22.		All matters relating to publication of Court newsletter of the High Court of Tripura. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-I) → Dy. Reg. (Admn.)/Dy. Reg. (Judl.) → Reg. (Admn.)/Reg. (Judl.)]</i>	Chief Justice
23.		Litigation by or against the High Court in the Supreme Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Chief Justice/Any Judge as may be nominated by the Chief Justice
24.		Litigation by or against the High Court in the High Court. <i>[Matters to be routed through concerned Section → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Registrar General/ Appropriate Committee/Chief Justice/Full Court
25.		All matters relating to the VWDC of the District Judiciary except financial matters <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Registrar General/Chief Justice

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SL No.	Responsibilities & duties	Reporting Authority
26.	Matters regarding the Chief Justices' Conference and Joint Conference of the Chief Ministers' and Chief Justices' and implementation of the Resolutions thereof. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Admn.)/Dy. Reg. (Judl.) → Reg. (Admn.)/Reg. (Judl.) → RG]</i>	Registrar General/ Chief Justice
27.	Establishment of Courts. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-I) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Chief Justice
28.	Matters concerning the appointment of the President of State Consumer Commission, Appointment of Director of Prosecution, Appointment of Enquiry Commission and other appointments wherein prior consultation or approval of the Hon'ble Chief Justice or High Court is required. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-I) → Dy. Reg. (Judl.) → Reg. (Judl.) → RG]</i>	Registrar General
29.	All correspondence concerning the judiciary and to act as Spokesperson for coordination between High Court and the State/Central Government in administrative/judicial affairs. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Admn.)/Dy. Reg. (Judl.) → Reg. (Admn.)/Reg. (Judl.) → RG]</i>	Registrar General / Chief Justice

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SL No.		Responsibilities & duties	Reporting Authority
		30. Leave, Posting, Recruitment and Promotion of Gazetted Officers/Staff of Bench Section of the High Court Services. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.) → Dy. Reg. (Admn.)/Dy. Reg. (Judl.) → Reg. (Admn.)/Reg. (Judl.) → RG]</i>	Chief Justice
		31. Video Conferencing matter <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.) → Dy. Reg. (Vig.)-cum-C.P.C → Reg. (Judl.) → RG]</i>	Chief Justice
		32. Any other matter pertaining to the Judicial and Court Administration not covered by any of the above-mentioned subjects.	Registrar General/Judges/Chief Justice
		33. Any other matter assigned by the Hon'ble Chief Justice, Hon'ble Judges and Registrar General.	Sole responsibility
4.	Registrar (Admn., P&M)	1. Head of Office of the Establishment of the High Court of Tripura.	Registrar General/Chief Justice
		2. All matters relating to the function of Head of Office of the High Court Establishment. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i>	Registrar General
		3. Reporting Authority of ACRs of all Non-Gazetted, Class-III staff (except the staff of Bench Section and Computer Section). <i>[Matters to be routed through RG Secretariate → Secretary PS to RG → Reg. (Admn.)]</i>	Judge-in-Charge/Chief Justice
		4. Financial matters relating to Computer Section. <i>[Matters to be routed through concerned Section → System Analyst → Dy. Reg. (Vig.)-cum-CPC →</i>	Chief Justice

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Sl. No.	Responsibilities & duties	Reporting Authority
	DDO → Reg. (Admn.) → RG]	
5.	Matters relating to purchase of new vehicle including supervision of vehicles and all other office items. <i>[Matters to be routed through concerned Section → Asstt. Registrar (CO section)/Asstt. Reg. (Admn. II) → Dy. Reg. (Admn.) → Joint Reg. (DDO) → Reg. (Admn.) → RG]</i>	Registrar General/ Chief Justice
6.	Appointment, Promotion, Posting, Seniority and other matters pertaining to staff members of the High Court Registry and supervision of the Establishment Section. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn. I) → Dy. Reg. (Admn.) → Reg. (Admn.)/Reg. (Vig. & Rules) → RG]</i>	Registrar General/ Chief Justice
7.	Pension, other retiral dues and Medical Reimbursement Claims of all Retired employees (Gazetted and Non-Gazetted) of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Accounts) → Dy. Reg. (Accounts.) → DDO → Reg. (Admn.) → RG]</i>	Registrar General/ Chief Justice
8.	Posting of the Staff of the High Court to the High Court Legal Service Committee/Tripura Judicial Academy on deputation. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn. I) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i>	Appropriate Committee/ Registrar General/ Chief Justice
9.	Leave, Posting, Promotion and Recruitment of all Gazetted Officers/Staff of the High Court Services. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn. I) → Dy. Reg. (Admn.)/ Dy. Registrar (vig.-cum-CPC)/DDO → Reg. (Admn.)/ Reg. (Vigilance)</i>	Registrar General/ Chief Justice

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SL No.	Responsibilities & duties	Reporting Authority
	&Rules)/ Registrar(Judl.)→RG]	
10.	Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court including official residences of the Hon'ble Judges and staff of the High Court Registry. <i>[Matters to be routed through concerned Section → Asst. Reg. (CO Section) → Dy. Reg. (Admn.) → Jt. Reg./DDO → Reg. (Admn.) → RG]</i>	Chief Justice
11.	Leave of the High Court Judges. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i>	Registrar General/Chief Justice
12.	All matters relating to purchase of Office items of the Store Section. <i>[Matters to be routed through concerned Section → Dy. Reg. (Admn.) → Jt. Reg./DDO → Reg. (Admn.) → RG]</i>	Registrar General
13.	Pension and Medical benefits and claims of the Hon'ble Chief Justice and all Hon'ble Judges (Retired and incumbent) of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Accounts) → Dy. Reg. (Accounts.) → DDO → Reg. (Admn.) → RG]</i>	Registrar General
14.	Attendance of all officials of the Registry of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i>	Judge-in-Charge/ Chief Justice
15.	Financial matters relating to Computer Section. <i>[Matters to be routed through concerned Section → System Analyst → Dy. Reg. (Vig.)-cum-CPC → DDO → Reg. (Admn.) → RG]</i>	Sole responsibility but in prior consultation with the Registrar General.

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Sl. No.		Responsibilities & duties	Reporting Authority
		<p>16. Planning, Management and Arrangements for all ceremonial and other functions, including swearing in, Independence Day/Republic Day celebrations, farewells, dinners, Full Court Meetings etc.</p> <p><i>[Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Admn.) → Jt. Reg./DDO → Reg. (Admn.)]</i></p>	Registrar General
		<p>17. Purchase of furniture and other office items and writing off of unserviceable furniture and office items of the High Court/Subordinate Judiciary (in case of seeking permission) upto Rs. 3 Lakhs. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-II) → Dy. Registrar (Admn.) → Joint Registrar /DDO (for High Court) → Reg. (Admn.) → RG]</i></p>	Registrar General/ Chief Justice
		<p>18. Purchase of furniture and other office items and writing off of unserviceable furniture and office items of the High Court/ Subordinate Judiciary (in case of seeking permission) above Rs. 3 Lakhs. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-II) → Dy. Registrar (Admn.) → Joint Registrar /D.D.O (for High Court) → Reg. (Admn.) → RG]</i></p>	Registrar General/ Chief Justice
		<p>19. Implementation of Finance Commissions' recommendation and centrally sponsored schemes.</p> <p><i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-II) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]</i></p>	Judge-in-Charge/ Chief Justice
		<p>20. Financial matters relating to computerization in the High Court and Subordinate Courts including utilization of funds released under e-Courts Project.</p> <p><i>[Matters to be routed through concerned Section → System Analyst → Dy. Reg. (Vig.)-cum-CPC → DDO →</i></p>	Registrar General

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SL No.	Responsibilities & duties	Reporting Authority
	Reg. (Admn.)→RG]	
21.	Welfare of the staff members of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Admn.) → Reg. (Admn.)→RG]</i>	Appropriate Committee/ Chief Justice
22.	All matters relating to lawyers' chambers of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Admn.) → DDO→Reg. (Admn.)→RG]</i>	Registrar General/Chief Justice
23.	All matters relating to Chief Justice Bungalow. <i>[Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Prot.) → Jr. Reg. → Reg. (Admn.)→RG]</i>	Sole responsibility
24.	Verification of Cash and daily updating of Accounts. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Accts.) → Dy. Reg. (Accts.) → DDO → Reg. (Admn.)]</i>	Chief Justice
25.	Beautification / Gardening and all other matters of the High Court and Judges Bungalows. <i>[Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Prot.) → Jr. Reg. → Reg. (Admn.)→RG]</i>	Chief Justice
26.	LTC/HTC of all Gazetted Officers of the Registry. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-I) → Dy. Reg. (Admn.) → DDO→Reg. (Admn.)→RG]</i>	Registrar General
27.	LTC/HTC of all non-gazetted staff of the Registry. <i>[Matters to be routed through concerned Section → Asstt. Reg.</i>	Chief Justice

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Sl. No.	Responsibilities & duties	Reporting Authority
	(Admn.-I) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]	
28.	Granting of ACP to the staff of the High Court. [Matters to be routed through concerned Section → Asstt. Reg. (Admn.-I) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]	Registrar General/ Chief Justice
29.	Infrastructure development and all maintenance works of the High Court. [Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Admn.) → Jr. Reg./DDO → Reg. (Admn.) → RG]	Chief Justice / Appropriate Committee.
30.	All matters relating to High Court Canteen. [Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]	Appropriate Committee/ Registrar General/Chief Justice
31.	All financial matters and budget of the High Court [Matters to be routed through concerned Section → Asstt. Reg. (Accnts.) → Dy. Reg. (Accnts.) → DDO → Reg. (Admn.) → RG]	Registrar General
32.	Distribution and time to time verification of store materials. [Matters to be routed through concerned Section → Dy. Reg. (Admn.)/ Jr. Reg./DDO → Reg. (Admn.) → RG]	Chief Justice
33.	Annual Report of High Court of Tripura [Matters to be routed through concerned Section → Asst. Reg. (Admn.-I) → Dy. Reg. (Vig.)- cum- C.P.C. → Reg. (Admn.) → RG]	Chief Justice
34.	Observance of High Court Day [Matters to be routed through concerned Section → Asst. Reg. (Admn.-I) → Dy. Reg. (Admn.) → Reg. (Admn.) → RG]	Chief Justice

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Sl. No.		Responsibilities & duties	Reporting Authority
		35. All matters relating to publication of Court newsletter of the High Court of Tripura. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-I) → Dy. Reg. (Admn.)/Dy. Reg. (Judl.) → Reg. (Admn.)/Reg. (Judl.)]</i>	Registrar General/Chief Justice
		36. Matters regarding the Chief Justices' Conference and Joint Conference of the Chief Ministers' and Chief Justices' and implementation of the Resolutions thereof. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Admn.)/Dy. Reg. (Judl.) → Reg. (Admn.)/Reg. (Judl.) → RG]</i>	Sole Responsibility
		37. Inspection and Management of all the Sections of the Registry.	Chief Justice/ Hon'ble Judges/ Registrar General
		38. Any other matter entrusted by the Chief Justice /Hon'ble Judges/ Registrar General	Chief Justice
5.	Joint Registrar/ D.D.O.	1. Supervising and Monitoring of all matters pertaining to Protocol. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Prot.) → Dy. Reg. (Prot.) → Jt. Reg.]</i>	Registrar General
		2. Reporting Authority of ACRs of all Drivers & Class-IV staff. <i>[Matters to be routed through RG Secretariat → Secretary/PS to RG → Jt. Reg.]</i>	Registrar General
		3. Pension, other retiral benefits and claims of all retired employees (Gazetted and Non-Gazetted) of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Accts.) → Dy. Reg. (Accts.) → DDO → Reg. (Admn.) → RG]</i>	Registrar General

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Sl. No.	Responsibilities & duties	Reporting Authority
4.	Distribution and time to time verification of store materials. [Matters to be routed through concerned section → Asstt. Reg. (Admn. II) → Dy. Reg. (Admn.) → Jt. Reg. → Reg. (Admn.) → RG]	Chief Justice
5.	Beautification / Gardening and all other matters of the High Court and Judges Bungalows. [Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Prot.) → Jt. Reg./DDO → Reg. (Admn.) → RG]	Sole Responsibility
6.	In-Charge of all High Court vehicles including repairing, maintenance etc., of the vehicle. [Matters to be routed through Asstt. Reg. (CO Section) → Jt. Reg.]	Chief Justice
7.	Matters relating to detailment of High Court Vehicles. [Matters to be routed through Asstt. Reg. (CO Section) → Jt. Reg. → Reg. (Admn.)]	Sole Responsibility
8.	Detailment, Attendance and Supervision of the work of the Drivers & Class-IV staff. [Matters to be routed through Asstt. Reg. (CO Section) → Deputy Reg. (Admn.) → Jt. Reg.]	Chief Justice
9.	All matters relating to the Planning, Management and Arrangement of Full Court meeting and other meetings of the High Court. [Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Prot.) → Jt. Reg. → Reg. (Admn.) → RG]	Chief Justice
10.	Greetings Card, Invitation Cards, Identity Cards, Telephone Directory etc. [Matters to be routed through concerned Section → Asstt. Reg.]	Registrar General / Chief Justice

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Sl. No.	Responsibilities & duties	Reporting Authority
	(Admn.-II)/Asstt. Reg. (CO Section) →Dy. Reg. (Prot.) →Jt. Reg.]	
11.	Overall supervision and management of all security matters of the High Court building. <i>[Matters to be routed through concerned Section → Asstt. Reg. (CO Section) →Dy. Reg. (Prot.) → Jt. Reg.]</i>	Registrar General
12.	Matters relating to the swearing in ceremony, Independence Day / Republic Day celebrations, Farewells, Dinners etc. pertaining to the Hon'ble Chief Justice and Hon'ble Judges. <i>[Matters to be routed through concerned Section → Asstt. Reg. (CO Section) →Dy. Reg. (Admn.) → Jt. Reg. →Reg. (Admn.)→RG]</i>	Registrar General
13.	Purchase of furniture and other office items and writing off of unserviceable furniture and other article of the High Court/ Subordinate Judiciary (in case of seeking permission) up to Rs. 3 Lakhs. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) →Dy. Reg. (Admn.)→Jt. Reg./DDO. → Reg. (Admn.)→RG]</i>	Chief Justice
14.	Purchase of furniture and other office items and writing off of unserviceable furniture and other article of the High Court/ Subordinate Judiciary (in case of seeking permission) above Rs. 3 Lakhs. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn.-II) →Dy. Reg. (Admn.)→Jt. Reg./DDO→Reg. (Admn.)→RG]</i>	Chief Justice
15.	Matters relating to the purchase of new vehicle including supervision of vehicles and all other articles. <i>[Matters to be routed through concerned Section → Asstt. Registrar(CO section)/Asstt. Reg. (Admn.-II) →Dy. Reg. (Admn.)→Jt. Reg./DDO →Reg. (Admn.)→RG]</i>	Registrar General

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Sl. No.	Responsibilities & duties	Reporting Authority
16.	All kinds of leave of Drivers & Group- D staff of the Registry. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → Jt. Registrar → Reg. (Admn.) → RG]</i>	Chief Justice
17.	i. LTC/HTC of all gazetted officers of the Registry of the High Court <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → D.D.O. → Reg. (Admn.) → RG]</i> ii. LTC/HTC of all non-gazetted officials of the Registry of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → D.D.O. → Reg. (Admn.) → RG]</i>	Registrar General Chief Justice
18.	Granting of ACP to the staff of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Admn-I) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]</i>	Registrar General
19.	Pension, medical reimbursement claims and other dues of the Chief Justice and Judges (Retired and incumbent). <i>[Matters to be routed through concerned Section → Asstt. Reg. (Accts.) → Dy. Reg. (Accts.) → D.D.O. → Reg. (Admn.) → RG]</i>	Registrar General
20.	Pension, medical reimbursement claims and other dues of all the serving and retired Judicial Officers/Gazetted Officers/Non-Gazetted staff of the Registry. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Accts.) → Dy. Reg. (Accts.) → D.D.O. → Reg. (Admn.) → RG]</i>	Registrar General/ Chief Justice
21.	Financial matters relating to Computer	Registrar

Sl. No.	Responsibilities & duties	Reporting Authority
	Section. [Matters to be routed through concerned Section → System Analyst → Dy. Reg. (Vig.)-cum-CPC → Reg. (Admn.)→DDO→RG]	General/ Chief Justice
22.	Management and daily maintenance (including AMC) of all properties (including vehicles) of the High Court including official residences of the Hon'ble Judges and staff of the High Court Registry. [Matters to be routed through concerned Section → Asst. Reg. (CO Section) → Dy. Reg. (Admn.) → Joint Reg. → Reg. (Admn.)→RG]	Registrar General/ Chief Justice
23.	All matters relating to purchase of Office items of Store Section. [Matters to be routed through concerned Section → Dy. Reg. (Admn.) → Joint Reg./ D.D.O. → Reg. (Admn.)→RG]	Judge-in-Charge/ Chief Justice
24.	Financial matters relating to computerization in the High Court and Subordinate Courts including utilization of funds released under e-Courts Project. [Matters to be routed through concerned Section → System Analyst → Dy. Reg. (Vig.)-cum-CPC→DDO→ Reg. (Admn.)→RG]	Appropriate Committee/ Chief Justice
25.	All matters relating to lawyers' chambers of the High Court. [Matters to be routed through concerned Section → Asst. Reg. (Admn.-ID) → Dy. Reg. (Admn.) → DDO→Reg. (Admn.)→RG]	Registrar General/Chief Justice
26.	All matters relating to Chief Justice Bungalow. [Matters to be routed through concerned Section → Asst. Reg. (CO Section) → Dy. Reg. (Prot.) → Joint Reg. → Reg. (Admn.)→RG]	Registrar General/ Chief Justice
27.	Infrastructure development and all maintenance works of the High Court.	Chief Justice / Appropriate

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Sl. No.		Responsibilities & duties		Reporting Authority
			<i>[Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Admn.) → Jt.Reg./DDO → Reg. (Admn.) → RG]</i>	Committee.
		28.	All matters relating to High Court Canteen. <i>[Matters to be routed through concerned Section → Asstt. Reg. (CO Section) → Dy. Reg. (Admn.) → DDO → Reg. (Admn.) → RG]</i>	Appropriate Committee /Registrar General/ Chief Justice
		29.	All financial matters and budget of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Accts.) → Dy. Reg. (Accts.) → DDO → Reg. (Admn.) → RG]</i>	Registrar General/Judges/ Chief Justice
		30.	Any other matter entrusted by the Hon'ble Chief Justice/ Hon'ble Judges/ Registrar General	Registrar (Judicial)
6.	Deputy Registrar (Judicial)	1.	Preparation of Roster	Registrar (Vigilance)/ Registrar (Judl.) & Sole Responsibility regarding the matters as mentioned in Order No. F.40(21)-HCT/BENCH/REGISTRY/2013/7046-82, dated 10.05.2013 and sole responsibility in absence of Registrar (Vig.) & Registrar (Judl.) as per Order No.48, dated 08.01.2014.

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Sl. No.	Responsibilities & duties	Reporting Authority
2.	Lawazima Court of the High Court.	In absence of Registrar (Vigilance & Rules)
3.	Addl. Lawazima Court of the High Court. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.)]</i>	Sole Responsibility
4.	Custodian of documents including Wills, Deed etc. <i>[Matters to be routed through concerned Section → Asstt. Reg. (Bench) → Dy. Reg. (Judl.)]</i>	Chief Justice
5.	Compilation and management of Judgments delivered by the High Court.	Chief Justice
6.	Preparation and maintenance of statistical information of cases of the Courts of the District Judiciary.	Chief Justice/Full Court
7.	Preparation of Calendar for the High Court and District Judiciary of Tripura.	Chief Justice
8.	Court management and administration.	Chief Justice
9.	Equitable distribution of case load.	Chief Justice
10.	Information to the Supreme Court, other High Courts, Parliament, Assembly of the Central/State Government in relating to Judicial matters.	Registrar (Judicial)
11.	Detailing of all Non-Gazetted Class-III Staff of Bench Section.	Registrar (Judicial)
12.	Preparation of Paper Books.	Registrar (Judicial)
13.	Matters relating to preparation of certified copies of Orders, documents and uncertified copies of Orders.	Registrar (Judicial)
14.	Matters relating to preparation of Cause List and grouping of cases.	Registrar (Judicial)
15.	File tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room.	Registrar (Judicial)

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Sl. No.	Responsibilities & duties	Reporting Authority
16.	Preparation of decree in the Judicial/Bench Section of the High Court.	Registrar (Judicial)
17.	Matters relating to issuance of license of Advocates Clerk in the High Court.	Chief Justice
18.	Management of cases in the High Court and District Courts including all matters relating to Judicial Work in High Court and District Courts.	Chief Justice
19.	Compliance with the Orders and Judgments of the Supreme Court of India and the High Court.	Chief Justice
20.	Destruction/reconstruction of the judicial record in the High Court and conducting enquiry etc. concerning the loss/misplacement of such record.	Registrar (Judicial)
21.	Jail appeals, complaints and other matters pertaining to jails and UTPs/convicts.	Chief Justice
22.	All matters relating to Statements of the High Court and District Courts.	Chief Justice
23.	All matters relating to publication of Court newsletter of the High Court of Tripura.	Chief Justice
24.	Litigation by or against the High Court in the Supreme Court.	Chief Justice/Any Judge as may be nominated by the Chief Justice
25.	Litigation by or against the High Court in the High Court.	Appropriate Committee/ Registrar General/Chief Justice/Full Court
26.	All matters relating to the VWDC of the District Judiciary except financial matters	Registrar General/ Chief Justice
27.	Establishment of Courts.	Chief Justice
28.	Matters concerning the appointment of the President of State Consumer Commission, Appointment of Director of Prosecution, Appointment of	Sole Responsibility

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Sl. No.		Responsibilities & duties	Reporting Authority
		Enquiry Commission and other appointments wherein prior consultation or approval of the Hon'ble Chief Justice or High Court is required.	
		29. Public Information Officer under Right To Information Act, 2005. <i>[Matters to be routed through concerned Section → Senior most Asstt. Reg./Asstt. PIO → Dy. Reg. (Judl.)]</i>	Chief Justice
		30. All correspondence concerning the Judiciary and to act as Spokesperson for the High Court and to coordinate between the High Court and the Central/State Government in administrative/Judicial affairs.	Chief Justice
		31. Any other matter pertaining to the Judicial and Court Administration not covered by any of the above-mentioned subjects.	Registrar General/Judges/Chief Justice
		32. Any other matter assigned by the Hon'ble Chief Justice, Hon'ble Judges and Registrar General.	Chief Justice/Full Court
7.	Dy. Registrar (Vigilance-cum-CPC)	1. Transfer and Posting of all Judicial Officers.	Portfolio Judge/Chief Justice/Full Court
		2. Vigilance and disciplinary matters (including complaints and enquiries) pertaining to all Judicial Officers of the State.	Chief Justice
		3. Vigilance and disciplinary matters (including complaints and enquiries) pertaining to all Gazetted and Non-Gazetted officials of the Registry of the High Court.	Portfolio Judge/Chief Justice
		4. ACRs of the Judicial Officers and communication of the remarks in the ACR.	Chief Justice/Full court
		5. Consideration of the representations submitted by the Judicial Officers for expunction of adverse remarks in the ACRs.	Chief Justice/Concerned Portfolio Judge

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Sl. No.	Responsibilities & duties	Reporting Authority
6.	Matters relating to inspection of the Courts and Tribunals under the supervisory jurisdiction of the High Court by the Hon'ble Portfolio Judges, District Judges and Presiding Officers of the concerned Subordinate Courts of their own Courts and all other matters connected thereto.	Chief Justice/Full Court
7.	Confirmation of service pertaining to Judicial Officers of the State and consideration of continued utility of all Judicial Officers on attaining the age of 50/55/58.	Appropriate Committee/ Full Court
8.	Granting of Selection/Super Time Scale Grade to the District & Sessions Judges and for granting of ACP to the Judicial Officers of the State.	Registrar (Vigilance)
9.	Maintenance of all confidential records including the ACRs of the Judicial Officers of the State and the Officers and the staff of the High Court Registry.	Registrar (Vigilance)
10.	Safe custody of the records pertaining to the competitive examinations conducted by the High Court in connection with recruitment of Judicial Officers and staff of the High Court.	Appropriate Committee/ Chief Justice
11.	Framing of Rules and other matters relating to Rule Section of the High Court and Subordinate Courts.	Chief Justice/Full Court
12.	All matters relating to designation of advocates as Senior Advocates by the High Court and verification of their Income Tax Returns.	Registrar General/Chief Justice/Full Court
13.	Matters for recruitment including promotion of all Judicial Officers.	Appropriate Committee/Chief Justice
14.	Matters relating to recruitment, posting, promotion and transfer of all the staff members of the District Judiciary.	Concerned Portfolio Judge/Chief Justice/Full Court

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Sl. No.	Responsibilities & duties	Reporting Authority
15.	All matters relating to Judicial Officers of the District Judiciary including Leave, Leave Encashment and vesting of Judicial Powers.	Concerned Portfolio Judge/Chief Justice
16.	Holding of discrete or preliminary inquiries and evolving a confidential mechanism for such inquiries, supervision of inquiry branch and inquiry cell.	Appropriate Committee/ Portfolio Judge/Chief Justice
17.	Critical analysis of the complaints or discrete/preliminary inquiry report to assist the competent authority in deciding as to whether a regular inquiry into the allegation(s) is required.	Appropriate Committee/ Registrar General/ Portfolio Judge/Chief Justice
18.	Preparation of draft charge-sheet /memorandum of charge.	Registrar (Vig.)
19.	Scrutiny of the Annual Statement of Assets & Liabilities of the Judicial Officers.	Portfolio Judge/Chief Justice
20.	Establishment of field-based network to assess the overall and spoken reputation of the Judicial Officers.	Chief Justice
21.	Any other matters pertaining to discipline and vigilance not covered by any other specific heading.	Concerned Judge-in-Charge / Registrar (Admn., P&M) (Relating to Financial Matters).
22.	Supervising and monitoring of all matters regarding computerization and ICT enablement of the High Court and District Judiciary of Tripura including implementation of e-Courts Project in the State Judiciary. <i>[Matters to be routed through concerned Section → System Analyst/ Sr. System Officer → Dy. Reg. (Vig.)- cum-CPC]</i>	Concerned Judge-in-Charge / Chief Justice

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Sl. No.		Responsibilities & duties	Reporting Authority
		23. Financial matters relating to computerization and ICT enablement of the High Court and District Judiciary including utilization of fund released under e-Courts Project.	Concerned Judge-in-Charge / Chief Justice
		24. Matters relating to recruitment, posting, promotion and transfer of the Members of the eCourts Services, High Court of Tripura	Chief Justice
		25. Video Conferencing matter	Chief Justice
		26. Annual Report of High Court of Tripura	Chief Justice
		27. Deputation of Judicial Officers to other Departments.	Chief Justice/Judges/Registrar General
		28. Any other matters assigned by the Chief Justice, Hon'ble Judges and Registrar General.	Registrar General
8.	Dy. Registrar (Admn.)	1. All matters pertaining to Establishment Section except statement matters.	Registrar General / Chief Justice
		2. Infrastructure development and all maintenance work of the High Court.	Registrar General
		3. Matters relating to the swearing in ceremony, Independence Day / Republic Day celebrations, Farewells, Dinners etc. pertaining to the Hon'ble Chief Justice and Hon'ble Judges.	Appropriate Committee/ Chief Justice
		4. All matters relating to High Court Canteen.	Joint Registrar
		5. Detailment, Attendance and Supervision of work of drivers and Class-IV staff.	Registrar General/Chief Justice
		6. All matters relating to Purchase of Store Section.	Registrar General/ Chief Justice
		7. Welfare of the staff of the High Court.	Chief Justice

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SL No.	Responsibilities & duties	Reporting Authority
8.	All correspondence concerning the Judiciary and to coordinate between High Court and the Central/State Government in administrative affairs.	Chief Justice
9.	Matters concerning the appointment of the President of State Consumer Commission, Appointment of Director of Prosecution, Appointment of Enquiry Commission and other appointments wherein prior consultation or approval of the Hon'ble Chief Justice or High Court is required.	Chief Justice
10.	Matters regarding participation in the Chief Justices' Conference and Joint Conference of the Chief Ministers and Chief Justices' and implementation of the resolutions thereof.	Chief Justice
11.	Leave of the High Court Judges.	Chief Justice/ Full Court
12.	Establishment of Courts.	Appropriate Committee/Chief Justice
13.	Implementation of the Finance Commission recommendation and centrally sponsored schemes.	Chief Justice
14.	Leave including LTC/HTC of all Gazetted Officers of the Registry.	Registrar General
15.	Leave including LTC/HTC of all Non Gazetted staff of the Registry.	Chief Justice
16.	Granting of ACP to the staff of the High Court.	Registrar General
17.	Distribution and time to time verification of store materials.	Registrar General
18.	Detailing and attendance of all officials of the Registry of the High Court except Bench Section.	Chief Justice
19.	Observance of High Court Day	Chief Justice
20.	All matters relating to publication of Court newsletter of the High Court of Tripura.	Registrar General/Chief Justice
21.	Matters regarding the Chief Justices'	Registrar

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SL No.		Responsibilities & duties		Reporting Authority
			Conference and Joint Conference of the Chief Ministers and Chief Justices and implementation of the Resolutions thereof.	General/Chief Justice
		22.	Any other matters pertaining to administration wing of the Registry of the High Court not covered by any of the above-mentioned subjects.	Registrar General
		23.	Any other matters entrusted by the Registrar General.	Appropriate Committee/ Registrar General/ Chief Justice
9.	Dy. Registrar (Accounts)	1.	All Financial Matters and budget of the High Court.	Registrar (Admn., P&M)
		2.	Verification of Cash and daily updation of accounts.	Registrar General.
		3.	Pension, other retiral benefits and claims of all retired employees (Gazetted and non-Gazetted) of the High Court.	Registrar General
		4.	Pension, medical benefits and claims of the Hon'ble Chief Justice and all Hon'ble Judges (retired and incumbent) of the High Court.	Registrar General
		5.	Any other matters entrusted by the Registrar General.	Chief Justice
10.	Dy. Registrar (Protocol)	1.	All matters pertaining to Protocol.	Registrar General/ Chief Justice
		2.	All matters relating to Chief Justice's Bungalow.	Registrar General/ Chief Justice
		3.	Beautification/ Gardening and all other matters relating to Judges' Bungalows and High Court buildings.	Registrar General/ Chief Justice
		4.	Overall supervision and maintenance of security matters etc. of the High Court buildings.	Sole responsibility
		5.	Overall supervision of the High Court staff quarters and maintenance thereof.	Chief Justice
			<i>[Matters to be routed through]</i>	

SL No.	Responsibilities & duties	Reporting Authority
	<i>concerned Section → Asstt. Reg. (Admn.-II) → Dy. Reg. (Prot.)</i>	
6.	Preparation of greetings card, invitation card, identity cards, telephone directory etc.	Registrar General/Chief Justice
7.	Any other matters pertaining to Protocol of the registry of the High Court not covered by any of the above-mentioned subjects.	Registrars/ Registrar General/Chief Justice
8.	Any other matter entrusted by the Registrars/ Registrar General /Chief Justice.	

GENERAL INSTRUCTIONS

1. In absence of the Registrar General his charge will remain with the Registrar (Vig. & Rules) or Registrar (Judicial) who is seniormost and in absence of both Registrar (Vig. & Rules) and Registrar (Judicial), the charge of Registrar General may remain with such Officer of the Registry as the Registrar General nominate for this purpose.
2. The ACRs of Secretary, Private Secretary & Personal Assistant attached with the Hon'ble Chief Justice and Hon'ble Judges will be written by their Lordships.
3. The Registrar (Admn. P&M) with the assistance of the Deputy Registrar (Admn.) and Assistant Registrar (Court Officer Section) will prepare guidelines regarding detailment of Class-IV staff in Court Rooms, Chamber of Hon'ble Judges, Chamber of Officers, different Sections and in Judges' Bungalows/residences for kind approval of Hon'ble the Chief Justice.

HIGH COURT OF TRIPURA **AGARTALA**

No.F.44(11)-HC/2025/9062

Dated, Agartala, the 29th March, 2025

NOTIFICATION

His Lordship Hon'ble the Chief Justice has been pleased to re-constitute the following committees of the High Court of Tripura as follows:

Sl. No.	Name of the Committee(s)	Composition
01.	Finance Committee	<p>Chairperson: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Members: 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Registrar General</p> <p>Member-Secretary Registrar (Admn., P&M)</p>
02.	State Court Management Systems Committee (SCMSC)	<p>Chairperson: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Members: 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Hon'ble Mr. Justice B. Palit 3. Registrar General, Ex- Officio 4. Sri P. Roy Barman, Sr. Advocate</p> <p>Member-Secretary: Registrar (Judicial) (Ex-officio)</p> <p>Participants: 1. Director General of Police, Tripura 2. LR & Secretary, Law, Govt. Of Tripura 3. Chief Engineer, PWD (Buildings), Govt. of Tripura 4. State Informatics Officer, NIC, Tripura State</p>

03.	Central Recruitment Committee	<p>Chairman: Hon'ble the Chief Justice</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Hon'ble Mr. Justice B. Palit 3. Registrar General <p>Member-Secretary: Registrar (Vigilance)</p>
04.	<p>Internal Complaints Committee to redress the complaints made with regard to sexual harassment against the members of Tripura Judicial Service</p>	<p>Chairperson: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Sri P. Roy Barman, Sr. Advocate 3. Ms. Rumela Guha, Advocate 4. Smt. Pinki Chakraborty, Advocate 5. The Director, Social Welfare Department 6. Smt. Jhuma Dutta Chowdhury, Member Secretary, TSLSA 7. Smt. Mou Banerjee, Registrar (Judicial) <p>Convenor: Smt. Chaitali Datta, Assistant Registrar</p>
05.	<p>Arrears Committee AND Codification of cases Committee</p>	<p>Chairman: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice B. Palit 2. Registrar (Judicial) – Member Secretary 3. Deputy Registrar (Judicial) 4. Deputy Registrar (Vigilance)-cum-CPC

06.	Juvenile Justice Committee	<p>Chairman: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Hon'ble Mr. Justice B. Palit 3. Secretary, Social Welfare and Social Education Department 4. Secretary, Home Department 5. Director, Social Welfare and Social Education Department 6. Member Secretary, TSLSA 7. Smt. Sima Datta, Dy. Registrar (Admn.) – Secretary
07.	Rules Committee	<p>Chairman: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Hon'ble Mr. Justice B. Palit 3. Advocate General, Tripura 4. Chairman, Bar Council of Tripura 5. President, Tripura High Court Bar Association 6. Registrar General 7. Registrar (Judicial) 8. Deputy Registrar (Vigilance)-cum-CPC –Member Secretary
08.	Committee for consideration of matters relating to granting of Selection Grade/ Super time Scale to the District & Sessions Judge and also for granting ACP to Judicial Officers of the State	<p>Chairman: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Member: Hon'ble Mr. Justice S. Datta Purkayastha</p> <p>Secretary: Registrar (Vigilance)</p>

09.	Artificial Intelligence Committee	<p>Chairman: Hon'ble the Chief Justice</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Hon'ble Mr. Justice B. Palit <p>Convener: Deputy Registrar (Vigilance)-cum-CPC</p>
10.	<p>High Level Committee (HLC) to monitor the pace, progress and implementation of the infrastructure of Subordinate Judiciary including Gram Nyayalaya as per guidelines of the Centrally sponsored Scheme issued from the Ministry of Law & Justice and to review at every interval of 6 months the physical and financial progress of the construction of court halls and residential units for judicial officers.</p>	<p>Chairman: Hon'ble the Chief Justice</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Chief Secretary, Govt. of Tripura (Ex. Officio) 3. Registrar General (Ex. Officio) 4. Secretary, Finance Department, Govt. of Tripura (Ex Officio) 5. LR & Secretary, Law, Government of Tripura (Ex Officio) 6. Registrar (Admn.), High Court of Tripura (Ex. Officio) 7. Chief Engineer, PWD (Building), Govt. of Tripura (Ex Officio) <p>Member Secretary: Registrar (Judicial) (Ex. Officio)</p>
11.	<p>Committee for monitoring the Infrastructure Projects of the District Judiciary of Tripura to closely monitor the infrastructure related matters of the District & Subordinate Judiciary of Tripura under the CSS and to oversee and ensure the effective planning, development and maintenance of all such projects</p>	<p>Chairperson: Hon'ble Mr. Justice T. Amarnath Goud</p> <p>Members:</p> <ol style="list-style-type: none"> 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Registrar General 3. LR & Secretary, Law, Govt. of Tripura 4. Registrar (Judicial) - Member Secretary 5. Secretary, PWD, Govt. of Tripura 6. Registrar (Admn., P&M)

12.	Committee to monitor and oversee timely selection and appointment of Judicial Officers in the state in terms of the direction of Hon'ble Supreme Court (Malik Mazhar Sultan & Anr Vs. UPPSC)	Chairperson: Hon'ble the Chief Justice Member: Hon'ble Mr. Justice S. Datta Purkayastha
13.	Appeal Committee	Hon'ble Mr. Justice T. Amarnath Goud Hon'ble Mr. Justice B. Palit – To be assisted by the Registrar (Vigilance)
14.	Committee to frame comprehensive Transfer Policy for the employees of the District & Sub-ordinate Judiciary of Tripura	Judge-in-Charge: Hon'ble Mr. Justice T. Amarnath Goud – To be assisted by the Registrar (Vigilance) & the Dy. Registrar (Vigilance)-cum-CPC
15.	Monitoring Committee for an overall monitoring of the process of recruitment of all categories of employees of the District Courts' Ministerial Establishment and also for considering the matters pertaining to promotion, inter-district transfer, deputation, confirmation in service, appointment on compassion ground etc. of the District & Sub-ordinate Judiciary	Chairperson: Hon'ble Mr. Justice T. Amarnath Goud Member: Hon'ble Mr. Justice S. Datta Purkayastha Member Secretary: Registrar (Vigilance)
16.	Grievance Redressal Committee in terms of the Order dated 20.04.2023, passed by the Hon'ble Supreme Court of India in M.A. No. 859 of 2020 in SLP(C) No.5440 of 2020 (District Bar Association, Dehradun versus Ishwar Shandilya & Ors.)	Chairperson: Hon'ble Mr. Justice T. Amarnath Goud Members: 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Advocate General 3. Chairman, Bar Council of Tripura 4. President, High Court Bar Association 5. Registrar (Vigilance)

This is issued with immediate effect in supersession of all earlier Notifications issued by the High Court in this regard.

By order,

Sd/—
(Vishwajeet Pandey)
Registrar General

No.F.44(11)-HC/2025/9063-9154

Dated, Agartala, the 29th March 2025

Copy to:

01. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
02. The Secretary to Hon'ble Justice T. Amarnath Goud, Judge High Court of Tripura, Agartala;
03. The Secretary to Hon'ble Justice S. Datta Purkayastha, Judge, High Court of Tripura, Agartala;
04. The Secretary to Hon'ble Mr. Justice B. Palit, Judge, High Court of Tripura, Agartala;
05. The e-Committee, Hon'ble Supreme Court of India, New Delhi;
06. The Chief Secretary, Government of Tripura, Agartala;
07. The Director General of Police, Government of Tripura, Agartala;
08. The PPS to Advocate General, Tripura, Agartala;
09. The Senior Government Advocate, High Court of Tripura;
10. The Government Advocate, High Court of Tripura;
11. Shri P. Roy Barman, Senior Advocate, High Court of Tripura, Agartala;
12. The Chairman, Bar Council of Tripura, Agartala;
13. The President, Tripura High Court Bar Association, Agartala;
14. The Secretary, Tripura High Court Bar Association, Agartala;
15. The Deputy Solicitor General of India, Union of India, Agartala;
16. The Public Prosecutor, High Court of Tripura, Agartala.
17. The Director, Tripura Judicial Academy, Agartala;
18. The L.R. & Secretary, Law Department, Government of Tripura, Agartala;
19. The Registrar (Vigilance), High Court of Tripura, Agartala;
20. The Registrar (Judicial), High Court of Tripura, Agartala;
21. The District & Sessions Judge, West Tripura District, Agartala /North Tripura District, Dharmanagar/ Sepahijala District, Sonamura / Unakoti District, Kailashahar/Gomati District, Udaipur/ South Tripura District, Belonia/ Khowai District, Khowai/ Dhalai District, Ambassa;
22. The Judge, Family Court, Ambassa, Dhalai District/ Kailashahar, Unakoti District/Belonia, South Tripura District/ Sonamura, Sepahijala District/ Agartala, West Tripura District/ Udaipur, Gomati District/ Khowai, Khowai District/ Dharmanagar, North Tripura District;
23. The Member-Secretary, Tripura State Legal Services Authority, Agartala;
24. The Secretary, High Court Legal Services Committee, High Court of Tripura, Agartala;
25. The Secretary, Public Works Department, Government of Tripura, Agartala;
26. The Chief Engineer, Public Works Department (Buildings), Government of Tripura, Agartala;
27. The Secretary, Social Welfare and Social Education Department, Government of Tripura, Agartala;

28. The Secretary, Home Department, Government of Tripura, Agartala;
29. The Secretary, Finance Department, Government of Tripura, Agartala;
30. The Director, Social Welfare and Social Education Department, Government of Tripura, Agartala;
31. The Chairman, Departmental Promotion Committee, Tripura;
32. The Registrar (Admn.,P&M), High Court of Tripura, Agartala;
33. The Joint Registrar, High Court of Tripura, Agartala;
34. The Deputy Registrar (Vigilance)-cum-CPC, High Court of Tripura, Agartala;
35. The Chief Librarian, High Court of Tripura, Agartala;
36. All the Deputy Registrar(s), High Court of Tripura, Agartala;
37. Ms. Rumela Guha, Advocate, High Court of Tripura, Agartala;
38. Smt. Pinki Chakraborty, Advocate, High Court of Tripura, Agartala;
39. The State Informatics Officer, NIC, Tripura State, Agartala;
40. Shri B.K. Biswas, Scientist-E, Director (IT), NIC Cell, High Court of Tripura, Agartala;
41. All the Assistant Registrar(s), High Court of Tripura, Agartala;
42. The System Analyst/ Programmer, High Court of Tripura, Agartala, for uploading the same in the official website of the High Court of Tripura, Agartala;
43. The Sr. System Officer, e-Courts Service, High Court of Tripura, Agartala;
44. All Superintendents/Court Masters/Sr. Grade Translator, High Court of Tripura, Agartala;
45. Person(s) concerned;
46. Notice Board of the Court House;
47. Concerned File(s).

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Registrar General

(59)

HIGH COURT OF TRIPURA
AGARTALA

No.F.44(11)-HC/2025/8411

Dated, Agartala, the 26th March, 2025

NOTIFICATION

His Lordship Hon'ble the Chief Justice has been pleased to re-constitute the following committees of the High Court of Tripura as follows:

Sl. NO.	Name of the Committee(s)	Present composition of the Committee(s)
01.	Standing Committee	Chairperson: Hon'ble the Chief Justice Members: 1. Hon'ble Mr. Justice T. Amarnath Goud 2. Hon'ble Mr. Justice S. Datta Purkayastha
02.	Judicial Education and Training	Judge-in-Charge Hon'ble Mr. Justice S. Datta Purkayastha
03.	'High Court Building Committee' AND 'Canteen Committee' AND 'Committee for supervising Guest House matters'	Chairman: Hon'ble Mr. Justice T. Amarnath Goud Members: 1. Hon'ble Mr. Justice B. Palit 2. Registrar General Member Secretary Registrar (Admn.)
04.	Committee for Sensitization of Family Court Matters	Chairman: Hon'ble Mr. Justice T. Amarnath Goud Member: Hon'ble Mr. Justice B. Palit Secretary: Deputy Registrar (Judicial)

05.	Allotment Committee for allotment of Lawyers Chamber in the High Court of Tripura	Chairman: Hon'ble Mr. Justice S. Datta Purkayastha Members: 1. The President, Tripura High Court Bar Association 2. The Secretary, Tripura High Court Bar Association 3. The Registrar (Admn.,P&M)
06.	Mediation Monitoring Committee	Hon'ble Mr. Justice S. Datta Purkayastha
07.	Quarters Allotment Committee for allotment of Quarters among the officers and staff members of the High Court	Chairperson: Hon'ble Mr. Justice T. Amarnath Goud Members: 1. Hon'ble Mr. Justice B. Palit 2. Registrar General
08.	Committee to regulate and monitor the progress of the trials of the cases under the POCSO Act and also to monitor the functioning of all the Fast Track Special Courts including exclusive POCSO Court	Chairperson: Hon'ble Mr. Justice Amarnath Goud Member: 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. Hon'ble Mr. Justice B. Palit Member- Secretary Registrar (Judicial) (Ex-officio)
09.	Internal Complaints Committee in respect of High Court regarding sexual harassment against the staff members and officers of the High Court. In terms of the direction of Hon'ble Supreme Court of India in order dated 11.05.18 in Writ Petition (Crl.) No. 113 of 2018 (Afshan Pracha vrs. Union of India & Ors.)	Chairman: Hon'ble Mr. Justice S. Datta Purkayastha Members: 1. Registrar General 2. Smt. Sima Datta, Member Secretary 3. Smt. Chaitali Datta 4. Secretary, Adivasi Mahila Samiti, Agartala (NGO)

10.	Committee for Service Conditions of the District Judiciary (CSCDJ) For overseeing the implementation of the recommendation of the SNJPC as approved by the Hon'ble Supreme Court	Chairperson: Hon'ble Mr. Justice T. Amarnath Goud Members: 1. Hon'ble Mr. Justice S. Datta Purkayastha 2. L.R. & Secretary, Law Ex-officio Secretary Registrar General Nodal Officer Mr. D.K Daschoudhury (Retd. Gr.I.J.O)
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This is issued with immediate effect in supersession of the earlier Notifications issued by the High Court in this regard.

By order,

Sd/-
(Vishwajeet Pandey)
Registrar General

No.F.44(11)-HC/2025/8412-494

Dated, Agartala, the 26th March 2025

Copy to:

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
2. The Secretary to Hon'ble Mr. Justice T. Amarnath Goud, Judge, High Court of Tripura, Agartala;
3. The Secretary to Hon'ble Mr. Justice S. Datta Purkayastha, Judge, High Court of Tripura, Agartala;
4. The Secretary to Hon'ble Mr. Justice B. Palit, Judge, High Court of Tripura, Agartala;
5. The Advocate General, Tripura, Agartala;
6. The Senior Government Advocate, High Court of Tripura, Agartala;
7. The Government Advocate, High Court of Tripura, Agartala;
8. The Chairman, Bar Council of Tripura, Agartala;
9. The President, Tripura High Court Bar Association, Agartala;
10. The Secretary, Tripura High Court Bar Association, Agartala;
11. The Deputy Solicitor General of India, Union of India, Agartala;
12. The Public Prosecutor, High Court of Tripura, Agartala.
13. The Director, Tripura Judicial Academy, Agartala;
14. The L.R. & Secretary, Law Department, Government of Tripura, Agartala;

15. The Registrar (Vigilance), High Court of Tripura, Agartala;
16. The Registrar (Judicial), High Court of Tripura, Agartala;
17. The District & Sessions Judge, West Tripura District, Agartala /North Tripura District, Dharmanagar /Sepahijala District, Sonamura /Unakoti District, Kailashahar/Gomati District, Udaipur/ South Tripura District, Belonia/ Khowai District, Khowai/ Dhalai District, Ambassa;
18. The Judge, Family Court, Ambassa, Dhalai District/ Kailashahar, Unakoti District/ Belonia, South Tripura District/ Sonamura, Sepahijala District/ Agartala, West Tripura District/ Udaipur, Gomati District/ Khowai, Khowai District/ Dharmanagar, North Tripura District;
19. The Member-Secretary, Tripura State Legal Services Authority, Agartala;
20. The Secretary, High Court Legal Services Committee, High Court of Tripura, Agartala;
21. The Secretary, Home Department, Government of Tripura, Agartala;
22. The Secretary, Finance Department, Government of Tripura, Agartala;
23. The Director, Social Welfare and Social Education Department, Government of Tripura, Agartala;
24. The Secretary, Adivasi Mahila Samiti, Agartala;
25. The Chairman, Departmental Promotion Committee, Tripura;
26. The Registrar (Admn.,P&M), High Court of Tripura, Agartala;
27. The Joint Registrar, High Court of Tripura, Agartala;
28. The Deputy Registrar (Vigilance)-cum-CPC, High Court of Tripura, Agartala;
29. The Chief Librarian, High Court of Tripura, Agartala;
30. All the Deputy Registrar(s), High Court of Tripura, Agartala;
31. Mr. D. K. Daschoudhury (Retd. Gr.I. J. O.);
32. Shri B.K. Biswas, Scientist-E, Director (IT), NIC Cell, High Court of Tripura, Agartala;
33. All the Assistant Registrar(s), High Court of Tripura, Agartala;
34. The System Analyst, High Court of Tripura, Agartala, for uploading the same in the official website of the High Court of Tripura, Agartala;
35. The Sr. System Officer, eCourts Services, High Court of Tripura, Agartala;
36. All the Superintendents/Court Masters/Sr. Grade Translator, High Court of Tripura, Agartala;
37. The Programmer, High Court of Tripura, Agartala;
38. Person(s) concerned;
39. Concerned File(s).

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Registrar General

HIGH COURT OF TRIPURA
AGARTALA

No.F.44(11)-HC/2024/24230

Dated, Agartala, the 4th October, 2024

NOTIFICATION

Hon'ble the Chief Justice has been pleased to re-constitute the following Committees of the High Court of Tripura as follows:

(02)	Library Committee	<p><u>Chairperson</u> Hon'ble Mr. Justice S. Datta Purkayastha</p> <p><u>Member</u> Hon'ble Mr. Justice B. Palit</p> <p><u>Member-Secretary</u> Chief Librarian (Ex-officio)</p>
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This is in supersession of all the earlier orders issued in this regard.

By order,
Sd/—
(Vishwajeet Pandey)
Registrar General

No.F.44(11)-HC/2024/24231-60

Dated, Agartala, the 4th October, 2024

Copy to:

- (01) The Principal Secretary to the Hon'ble Chief Justice, High Court of Tripura, Agartala;
- (02) The Secretary to Hon'ble Mr. Justice T. Amarnath Goud, Judge, High Court of Tripura, Agartala;
- (03) The Secretary to Hon'ble Mr. Justice A. Lodh, Judge, High Court of Tripura, Agartala;
- (04) The Secretary to Hon'ble Mr. Justice S. Datta Purkayastha, Judge, High Court of Tripura, Agartala;
- (05) The Secretary to Hon'ble Mr. Justice B. Palit, Judge, High Court of Tripura, Agartala;
- (06) The Director General of Police, Government of Tripura, Agartala;
- (07) The Personal Assistant attached with the Registrar General, High Court of Tripura, Agartala;
- (08) The Registrar (Vigilance), High Court of Tripura, Agartala;
- (09) The L.R. & Secretary, Law Department, Govt. of Tripura, Agartala;
- (10) The District & Sessions Judge, West Tripura District, Agartala / North Tripura District, Dharmanagar / Sepahijala District, Sonamura / Unakoti District, Kailashahar / Gomati District, Udaipur / South Tripura District, Belonia / Khowai District, Khowai / Dhalai District, Ambassa;
- (11) The Director, Tripura Judicial Academy, Agartala;
- (12) The Member Secretary, Tripura State Legal Services Authority, Agartala;
- (13) The Secretary, High Court Legal Services Committee, High Court of Tripura, Agartala;
- (14) The Registrar (Judicial), High Court of Tripura, Agartala;
- (15) The Registrar (Admn., P & M), High Court of Tripura, Agartala;
- (16) The Joint Registrar, High Court of Tripura, Agartala;
- (17) The Chief Librarian, High Court of Tripura, Agartala;
- (18) All the Deputy Registrars, High Court of Tripura, Agartala;
- (19) All the Assistant Registrars, High Court of Tripura, Agartala;
- (20) The System Analyst, Computer Section, High Court of Tripura, Agartala. He is directed to upload the same in the Official Website of the High Court;
- (21) The Superintendents (Establishment/Recruitment & Rules), High Court of Tripura, Agartala;
- (22) Order File; and
- (23) Files concerned.

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Registrar General

THE TRIPURA STATE LEGAL SERVICES AUTHORITY
AGARTALA : WEST TRIPURA

F. 1A(4)(ii) -LAW/TLSA/AGT/ESTT/22/2419.

The 25th March, 2025

NOTIFICATION

In exercise of the power conferred under Sub Section (1) of Section 8A of the Legal Services Authorities Act, 1987 (Act No. 39 of 1987), Tripura State Legal Services Authority in pursuance of the nomination made by Hon'ble the Chief Justice, High Court of Tripura, Agartala as communicated vide letter No.F.3(25)-HC/2025/8171-76 dated 25.03.2025, hereby re-constitutes the High Court Legal Services Committee, High Court of Tripura as in the schedule below consisting of the Chairman, Secretary and Members thereof to exercise such powers and perform such functions as determined under Chapter II of the Tripura State Legal Services Authority Regulations, 1998.

SCHEDULE

Sl. No.	Name of the Committee	Chairman	Members	Remarks
I	II	III	IV	V
1	High Court Legal Services Committee, Tripura.	Hon'ble Mr. Justice S. Datta Purkayastha , Judge, High Court of Tripura (Nominated by the Hon'ble the Chief Justice).	1. President- High Court Bar Association 2. President- Tripura Bar Association 3. Secretary High Court Legal Services Committee, Hon'ble High Court of Tripura 4. Ld. Advocate General State of Tripura 5. Ld. Chairman, Bar Council of Tripura 6. Sri. Subrata Sarkar, Ld. Senior Advocate High Court of Tripura 7. Dr. Yogesh Pratap Singh, Vice-Chancellor and Professor of Law 8. Dr. Debashree Debnath, Assistant Professor of Law 9. Chairperson, Tripura Commission for Women	Ex-officio " " Re-nominated by Hon'ble the Chief Justice, High Court of Tripura " " Nominated by Hon'ble the Chief Justice, High Court of Tripura " "

25/03/25
(Mrs. J. Datta Chowdhury)

Member Secretary
Tripura State Legal Services Authority
Agartala, Tripura

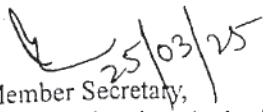
Office of the
Tripura State Legal Services Authority
Agartala : West Tripura

F. 1A(4)(ii) -LAW/TLSA/AGT/ESTT/22/2420-38

Dated, Agartala,
The 25th March, 2025

Copy for information to:-

1. The Registrar General, Hon'ble High Court of Tripura, Agartala.
2. The Principal Secretary to His Lordship, Hon'ble the Chief Justice, High Court of Tripura and Patron-in-Chief, Tripura State Legal Services Authority for kind appraisal of His Lordship.
3. The Secretary to Hon'ble Mr. Justice T. Amarnath Goud, Judge, High Court of Tripura & Executive Chairman, TLSA for kind appraisal of His Lordship.
4. The Secretary to Hon'ble Mr. Justice S. Datta Purkayastha, Judge, High Court of Tripura & Chairman, HCLSC for kind appraisal of His Lordship.
5. The Ld. Advocate General, State of Tripura, Agartala, Member (Nominated), High Court Legal Services Committee, Agartala.
6. The Ld. Chairman, Bar Council of Tripura, Agartala, Member (Nominated), High Court Legal Services Committee, Agartala.
7. The Ld. President, High Court Bar Association, Ex-Officio Member, High Court Legal Services Committee, Agartala.
8. The Ld. President, Tripura Bar Association, Ex-Officio Member, High Court Legal Services Committee, Agartala.
9. The Member Secretary, National Legal Services Authority, New Delhi.
10. The LR & Secretary, Law Department, Govt. of Tripura, Agartala.
11. The Chairman, District Legal Services Authority, West/South/Gomati/Khowai/ Sepahijala/Dhalai/North/Unakoti District.
12. The Secretary, High Court Legal Services Committee, Agartala.
13. Sri Subrata Sarkar, Ld. Senior Advocate, Member (Nominated), High Court Legal Services Committee, Agartala.
14. Dr. Yogesh Pratap Singh, Member (Nominated), High Court Legal Services Committee, Agartala.
15. Dr. Debashree Debnath, Member (Nominated), High Court Legal Services Committee, Agartala.
16. The Chairperson, Tripura Commission for Women, Member (Nominated), High Court Legal Services Committee, Agartala.
17. The District Secretary, District Legal Services Authority, West Tripura/Khowai/Sepahijala/Gomati/South Tripura/Dhalai/North Tripura/Unakoti.
18. The Member Secretary, SDLSC, Sadar, Khowai, Longtharai Valley, Ganda Twisha, Kamalpur, Kailashahar, Dharmanagar, Kanchanpur, Sonamura, Bishalgarh, Amarapur, Udaipur, Belonia & Sabroom.
19. The Publisher, Tripura Gazette, Tripura Government Press, Agartala for publication of the Notification in the next issue of Tripura Gazette.
20. Office File.


 Member Secretary,
 Tripura State Legal Services Authority
Agartala, Tripura.

CONTEMPT OF COURTS (HIGH COURT OF TRIPURA) RULES, 2023

HIGH COURT OF TRIPURA AGARTALA

No.F.3(35)-HC/2023/23416

Dated, Agartala, the 26th September, 2023

N O T I F I C A T I O N

*** In exercise of the powers under Sec.23 of the Contempt of Courts Act, 1971, read with Arts.215 and 225 of the Constitution of India and all other powers enabling it in this behalf, the High Court of Tripura hereby makes the following rules:

PART-I

TITLE AND DEFINITIONS

1. (1) These rules may be called the Contempt of Courts (High Court of Tripura) Rules, 2023;
- (2) These rules shall extend to the State of Tripura;
- (3) They shall come into force on the date of their publication in the Official *Gazette*.
2. Definitions: - In these rules unless there is anything repugnant in the subject or the context-
 - (a) "Act" means the Contempt of Courts Act, 1971 (Act No. 70 of 1971);
 - (b) "Section" means a section of the Act;
 - (c) "High Court" means the High Court of Tripura;
 - (d) "Judge" means a Judge or an Additional Judge of the High Court of Tripura or a Judge appointed thereto under Art.224-A of the Constitution of India;
 - (e) "Registrar" means the Registrar General of the High Court and shall include the Joint Registrar or Deputy Registrar or as may from time to time be specified by the Chief Justice;
 - (f) "civil contempt" means willful disobedience to any judgment, decree, direction, order, writ or other process of a Court or willful breach of or undertaking given to a Court;

- (g) "criminal contempt" means the publication (whether by words, spoken or written, or by signs, or by visible representations, or otherwise) of any matter or the doing of any other act whatsoever which-
- (i) scandalizes or tends to scandalise, or lowers or tends to lower the authority of, any Court; or
 - (ii) prejudices, or interferes or tends to interfere with, the due course of any judicial proceeding; or
 - (iii) interferes, or tends to interfere with, or obstructs or tends to obstruct, the administration of justice in any other manner;
- (h) All other words and expressions used in these rules, but not defined herein, shall have the meaning respectively assigned to them in the Act.

PART-II

CRIMINAL CONTEMPTS

3. (1) Where contempt is committed in view or presence or hearing of the Court, any person charged with criminal contempt as referred to in Section 14 of the Act may file an affidavit in support of his defence on the date fixed for his appearance or any other date fixed by the High Court in that behalf.
- (2) If such person pleads guilty to the charge, his plea shall be recorded and the High Court may, in its discretion, either convict him thereon or accept bail for his appearance at such time, as may be appointed, to receive its judgment.
- (3) If such person refuses to plead or does not plead, or claims to be tried or the High Court does not convict him on his plea of guilty, it may determine the matter of the charge either on the affidavits filed or after taking such further evidence as may be necessary.

PART-III

CIVIL CONTEMPTS

4. In case of contempt other than the contempt referred to in rule 3, the Court may take action:-
 - (a) *suo motu*, or
 - (b) On a petition made by the Advocate General of the State;
 - (c) On a petition presented by the party aggrieved; or
 - (d) On a reference made by any sub-ordinate court.
5. (i) In case of civil contempt, the person charged may file his affidavit by way of reply to the charge and shall serve a copy thereof on the Petitioner or his counsel at least three days before the date of hearing.
- (ii) No further return, affidavit or document shall be filed except with the leave of the High Court.
6. In the case of a civil contempt, the High Court may determine the matter of charge either on affidavits filed or on such further evidence as may be taken by itself or recorded by a subordinate court in pursuance of a direction made by it, and pass such order as the case requires, having regard to the provisions of Sections 12 and 13 of the Act.

PART IV

COGNIZANCE AND PROCEDURE

7. (1) Every petition, reference or motion for taking proceedings under the Act shall be registered as civil petition (contempt) in respect of civil contempt and criminal petition (contempt) in respect of criminal contempt.
- (2) In proceedings initiated by petition, the initiator shall be described as the petitioner(s) and opposite party as the respondent(s), and in other cases the description of the person(s) proceeded against shall be as follows:

"In re A son of... occupation Resident of"

8. (a) Every petition under R.7 shall contain:

- (i) The name, description and place of residence of the petitioner or petitioners and of the person or persons charged;
- (ii) Nature of the contempt alleged, and such material facts including the date or dates of the commission of the alleged contempt, as may be necessary for the proper determination of the case;
- (iii) If a petition has previously been made by him on the same facts, the petitioners shall give the details of the petition previously made and shall also indicate the result thereof.

(b) The petition shall be supported by an affidavit.

(c) Where the petitioner relies upon a document or documents in his possession or power, he shall file such document or documents or true copies thereof with the petition.

(d) No Court fee shall be payable on the petition or on any document(s) filed in the proceedings.

9. (1) Every reference relating to contempt of court subordinate to the High Court shall be scrutinized by the Registrar (Judicial) who shall place the same before the Chief Justice or any other Judge nominated by him in this behalf for obtaining orders after noting thereon the nature of the contempt.

(2) When any publication, application, letter of intimation is received by post or otherwise called for any action being taken under the Act by the High Court on its own motion, the matter shall be dealt with in the manner prescribed in sub-rule (1).

10. (1) Every Petition, motion or reference in relation to any contempt shall be listed as per provision of Rule-6, Chapter-V of High Court of Tripura Rules, 2023.
- (2) Every notice issued by the High Court shall be in the Form-I or Form IA, as the Court deems fit, appended to these rules and shall be accompanied by a copy of the motion, Petition or reference as the case may be, together with the copies of the affidavits, if any
- (3) Notice of every proceedings under the Act shall be served personally on the person charged, unless the High Court for reasons to be recorded, directs otherwise.
- (4) The notice shall bear the date, the seal of the High Court and shall be issued under the signature of the Registrar (Judicial).
- (5) Procedure in cases where contemner is absconding or evading service:-
 - (i) If the Court is satisfied that the service of notice is sufficient or it has reason to believe that the person charged is absconding or is otherwise evading service of notice or if he fails to appear in person or continues to remain absent in spite of notice, it may direct issue of warrant bailable or non-bailable for his arrest, addressed to one or more police officers or may order attachment of property. The warrant shall be issued under the signature of the Registrar. The warrant shall be in Form II and shall be executed, as far as may be, in the manner provided for execution of warrants under the Code of Criminal Procedure 1973.
 - (ii) The warrant shall be executed by the Officer to whom it is directed and may also be executed by any other police officer whose name is endorsed upon the warrant by the officer to whom it is directed or endorsed.
 - (iii) Where a warrant is to be executed outside the State of Tripura, the Court may, instead of direction such warrant to a Police Officer, forward it to the Magistrate of the district or the Superintendent of Police or the Commissioner of Police of the district

within which the person charged is believed to be residing. The Magistrate of the Police Officer to whom the warrant is forwarded shall endorse his name thereon and shall cause it to be executed.

(iv) Every person who is arrested and detained shall be produced before the nearest Judicial Magistrate or the Metropolitan Magistrate, as the case may be, within a period of 24 hours of such arrest excluding the time necessary for the journey from the place of arrest to the Court of the said Magistrate and no person shall be detained in custody beyond the said period without the authority of either a Judicial Magistrate or a Metropolitan Magistrate, as the case may be.

(6) Where a warrant is to be executed outside the jurisdiction of the High Court, the court may instead of directing such warrant to police officer, forward it to the Magistrate of the District or the Superintendent of Police or Commissioner of Police of the district within which the person charged is believed to be residing. The Magistrate or the police officer to whom the warrant is forwarded shall endorse his name hereon and cause it to be executed.

(7) Whenever the High Court issues a notice, it may, if it sees reason so to do, dispense with the personal attendance of the person charged with the contempt and permit him to appear by his pleader, and may, in its discretion, at any stage of the proceedings, direct the personal attendance of such person, and, if necessary, enforce such attendance in the manner hereinbefore provided.

(8) (i) When any person charged with contempt appears or is brought before the High Court and is prepared, while in custody or at any stage of the proceedings to give bail, such person shall be released on bail, if a bond for such sum of money as the High Court thinks sufficient is executed with or without sureties on condition that the person charged shall attend at the time and place mentioned in the bond and shall continue to so attend until otherwise directed by the High Court.

Provided further that the High Court may, if it thinks fit, instead of taking bail from such person discharge him on his executing a bond without sureties for his attendance as aforesaid, or without executing such bond.

(ii) Notwithstanding anything contained in sub-rule (1) where a person fails to comply with the conditions of the bail bond as regards the time and place of attendance, the High Court may refuse to release him on bail, when on a subsequent occasion in the same case he appears before the High Court or is brought in custody and any such refusal shall be without prejudice to the powers of the High Court to call upon any person bound by such bond to pay the penalty thereof.

(iii) The provisions of the Code of Criminal Procedure, 1973, shall, so far as may be, apply to all the bonds executed under the rule.

PART-V

APPEALS

11. (i) Every appeal under the Act shall be registered as Contempt Appeal.
- (ii) An appeal shall lie from any order of High Court in the exercise of its jurisdiction to punish for contempt-
 - (a) where the order is passed by a single Judge, to a Bench of not less than two Judges of the Court;
 - (b) where the order is passed by a Bench, to the Supreme Court.
- (iii) An appeal under sub-section (ii) shall be filed-
 - (a) The High Court within thirty days;
 - (b) To the Supreme Court within sixty days from the date of the order appealed against.

PART-VI**LISTING OF CONTEMPT MATTERS**

12. (i) Every Criminal Contempt Petition and Contempt Appeal shall be heard and determined by a Bench of the High Court of not less than two Judges.
- (ii) Every Civil contempt petition shall be heard and determined by a Single Bench of the High Court.
- (iii) All Civil Contempt Petitions shall be listed before the same Bench which passed the order regarding which the contempt has been made/alleged to have been made.
- (iv) In case the order was passed by a Bench of Single Judge who has retired or is not available in the High Court then the matter shall be placed before the Chief Justice on the administrative side for order regarding listing of the matter.
- (V) If the order of which contempt is complained of was passed by a Division Bench it should be listed before the same Division Bench, if available. In case such Bench is not available then it should be listed before a Bench comprising of the Chief Justice and the other available Judge of that Bench. In case the Chief Justice is unable to hear the matter, it shall be placed before the Division Bench comprising of said Judge and any other Judge. If both the Judges are not available then the matter shall be listed before the Bench headed by the Chief Justice.

PART-VII**MISCELLANEOUS**

13. Every person against whom proceedings are initiated under the Act may of right be defended by an advocate of his choice competent to appear before the High Court.
14. Warrant of commitment:- if a person charged with contempt is adjudged guilty and is sentenced to suffer imprisonment, a warrant to commitment and detention shall

be made out in Form IV under the signature of the Registrar(Judicial). Every such warrants shall remain in force until it is cancelled by order of the Court or until it is executed. The Superintendent of Jail shall, in pursuance of the warrant, detain the contemner in custody for the period specified therein subject to such further direction as the Court shall give.

15. (a) Paper Book shall be prepared in terms of provisions of High Court of Tripura Rules, 2023 (Chapter-VIII, Caption R). However, such paper book shall consist of the following documents:

- (i) Reference or motion,
- (ii) The objectionable material, if any, alleged to constitute contempt,
- (iii) Any other document which the Registrar may deem fit to include or which the High Court may require.

(b) All relevant material brought on the record from time to time shall be included in each paper-book.

(c) In any such case, the Court may, at any stage, appoint an advocate for the conduct of the proceedings.

16. The rules contained in Chapter IX and X of the High Court of Tripura Rules, 2023, shall, in so far as they may be applicable, govern the processes issued under these rules.
17. The rule relating to the grant of copies and inspection or information of records contained in Chapter XIV of High Court of Tripura Rules, 2023, shall, in so far as they may be applicable, govern proceedings under the Act.
18. When any person is summoned by the High Court to appear as a witness in any proceedings under the Act, the expenses of such witness, as to be determined by the order of the High Court for the time being in force, shall be paid by the Registry out of the Contingency Fund; provided that the court may direct any party to such proceedings to expenses.

19. The High Court may direct any party to a proceeding under the Act to pay the costs thereof as determined by it to any other party thereto.
20. It shall be the duty of the Registrar (Judicial) to carry out, enforce and execute the orders passed by the High Court in any proceeding under the Act, and in particular, orders imposing fines or awarding costs.
21. Residuary powers: Nothing in these rules shall be deemed to affect the power of the Chief Justice to make such orders, from time to time as he may deem fit in regard to all matters incidental or ancillary to this rules not specifically provided for.

By order

Sd/-

(Vishwajeet Pandey)
Registrar General

FORM-I

NOTICE TO A PERSON CHARGED WITH CONTEMPT OF COURT

[See Rule 10(2)]

IN THE HIGH COURT OF TRIPURA

NOTICE

To

.....
.....
.....

Contemnor/Respondent

Take notice that a Contempt Petition (a copy whereof with the Court's order dated _____ enclosed herewith) has been filed before this Court by the petitioner and that the Hon'ble Court by Order dated _____ passed in this case, was pleased to call upon you to show cause as to why a Contempt proceeding should not be initiated for willful disobedience of the Order dated _____ as prayed for; and/or any other order(s) shall not be passed as this Court may deem fit and proper in the circumstances of the case and that you are hereby called upon to show cause as directed in the said order within _____.

If no appearance is made by yourself or by your Advocate or by someone by law authorized to act on your behalf on the date of appearance/hearing, the matter will be heard and decided *ex-parte* in your absence.

You are hereby also informed that free legal services from the Tripura State Legal Services Authority (TSLSA), High Court Legal Services Committee (HCLSC), District Legal Services Authorities (DLSAs) and Sub-Divisional Legal Services Committees (SDLSCs), as per eligibility criteria, are available to you and in case you are eligible and desire to avail the free legal services, you may contact any of the Legal Services Authorities/Committees.

The Notice is made returnable by _____.

Signed and sealed by order of the Court on this the _____.

By Order

Enclosed: _____

Registrar (Judl.)
High Court of Tripura
Agartala

FORM-I A

Notice to a person charged with contempt of Court

[See Rule 10(2)]

IN THE HIGH COURT OF TRIPURA

NOTICE

Whereas your attendance is necessary to answer a charge of Contempt of Court by (here briefly state nature of the contempt).

You are hereby required to appear in person (or by Advocate if the Court has so ordered) before this Court at Agartala on theday of.....20.....at 10.30 o'clock in the forenoon.

You shall attend the Court in person* on theday of20.....and shall continue to attend the Court on all days thereafter to which the case against you stands adjourned and until final orders are passed on the charge against you.

Herein fail not.

Dated this.....day of20.....

(Seal)

By Order

Registrar (Judl.)
High Court of Tripura
Agartala

*To be omitted where the person charged is allowed or ordered to appear by Advocate.

FORM II**WARRANT OF ARREST**

[See rule 10 (5)]

IN THE HIGH COURT OF TRIPURA**(Original Jurisdiction)**

To

(Name and designation of the person/persons who is or are to execute the warrant).

Whereasofis charged with committing contempt of this Court, you are hereby directed to arrest the saidand to produce him before this Court on the day.....day of.....20.....

Herein fail not.

(If the Court has issued aailable warrant, the following endorsement shall be made on the warrant).

If the said.....shall give bail in the sum of Rs.....with one surety in the sum of Rs (or two sureties each in the sum of Rs) to attend before this Court on the day of 20..... and to continue so to attend until otherwise directed by this Court, he may be released.

Dated this day of20.....

(SEAL)

Registrar (Judl.)
High Court of Tripura

FORM III

BOND AND BAIL-BOND AFTER ARREST UNDER A WARRANT

[See rule 8]

IN THE HIGH COURT OF TRIPURA

(Original Jurisdiction)

I..... (name) of being brought before the Court of /District Magistrate of (or as the case may be) under a warrant issued to compel my appearance to answer to the charge of contempt of this High Court do hereby bind myself to attend the High Court on the Day of next, to answer to the said charge, and to continue so to attend, until otherwise directed by the High Court; and, in case my making default herein, I bind myself to forfeit to the Government of the State, the sum of rupees

Dated, this day of20.....

Signature

I do hereby declare myself surety for the above-named of that he shall attend before this High Court on the day of next, to answer to the charge on which he has been arrested, and shall continue so to attend, until otherwise directed by the High Court; and, in case of is his making default therein, I bind myself to forfeit to Government of the State, the sum of rupees.....

Dated, this day of20.....

FORM IV

WARRANT OF COMMITMENT FOR CONTEMPT

[See rule 10]

IN THE HIGH COURT OF TRIPURA

(Original Jurisdiction)

To the Superintendent (or Keeper) of the Jail at

Whereas this Court on this the Day of 20.....
adjudged (name of the contemner with address) guilty of willful contempt of
Court, and he has been sentenced to suffer imprisonment for a term and/or to
pay a fine of rupees.....

This is to authorize and require you, the Superintendent (Keeper) of the
said Jail to receive the said (name of the contemner) into your custody, together
with this warrant, and him safely to keep in the said Jail for the said period of
(term of imprisonment) or for such shorter period as may hereafter be fixed by
order of this Court and intimated to you. You are directed to return this warrant
with an endorsement certifying the manner of its execution.

You are further directed that while the said..... is in your custody,
produce the said before the Court, at all times when the Court
shall so direct.

Given under my hand and the seal of the Court, this the day
..... of20.....

Registrar (Judicial)

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala;
2. The Secretary to Hon'ble Mr. Justice T. Amarnath Goud, Judge, High Court of Tripura, Agartala;
3. The Secretary to Hon'ble Mr. Justice A. Lodh, Judge, High Court of Tripura, Agartala;
4. The Private Secretary-I to the Registrar General, High Court of Tripura, Agartala;
5. The Advocate General, Tripura, Agartala;
6. The Chairman, Bar Council of Tripura, Agartala;
7. The Government Advocate, High Court of Tripura, Agartala;
8. The Secretary, Tripura High Court Bar Association, High Court of Tripura;
9. The Secretary, Tripura Bar Association, Agartala;
10. The Public Prosecutor, High Court of Tripura, Agartala;
11. The Member Secretary, Tripura State Legal Services Authority, Agartala;
12. The LR & Secretary, Law Department, Government of Tripura, Agartala;
13. The Registrar (Vigilance), High Court of Tripura, Agartala;
14. The District & Sessions Judge, Dhalai District, Ambassa/ West Tripura District, Agartala/ North Tripura District, Dharmanagar/ Gomati District, Udaipur/ Khowai District, Khowai/ Unakoti District, Kailashahar/ Sepahijala District, Sonamura/ South Tripura District, Belonia;
15. The Director, Tripura Judicial Academy, Agartala;
16. The Secretary, HCLSC, High Court of Tripura, Agartala;
17. The Judge, Family Court, Ambassa, Dhalai District/ Dharmanagar, North Tripura District/ Kailashahar, Unakoti District/ Khowai, Khowai District/ Agartala, West Tripura District/ Sonamura, Sepahijala District/ Belonia, South Tripura District/ Udaipur, Gomati District;
18. The Registrar (Judicial), High Court of Tripura, Agartala;
19. The Registrar (Admn. P & M), High Court of Tripura, Agartala;
20. The Joint Registrar, High Court of Tripura, Agartala;
21. The Deputy Registrar(s), High Court of Tripura, Agartala;
22. The Chief Librarian, High Court of Tripura, Agartala for **information and necessary action;**
23. The Assistant Registrar(s), High Court of Tripura, Agartala;
24. The System Analyst, High Court of Tripura, Agartala **for uploading the notification in the official website of the High Court of Tripura, Agartala;**
25. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and **send at least 5(five) copies of the same to the undersigned after publication;**
26. The Superintendents, Establishment Section/Recruitment & Rules/, High Court of Tripura, Agartala;
27. Concerned File(s).

Digitally signed by VISHWAJEET PANDEY

Date: 2023.09.26 19:14:20 +05'30'

Registrar General

IMPORTANT TELEPHONE/MOBILE/EPABX NO.

(AS ON 22.07.2025)

EPABX-MAIN LINE: 241-5172/241-3769/241-7582

Sl. No.	Name of Dignitaries	EPABX	Office	Residence	Mobile
HON'BLE THE CHIEF JUSTICE AND THE HON'BLE JUDGES					
1	Hon'ble Mr. Justice M.S Ramachandra Rao, Hon'ble the Chief Justice	201	241-3514	241-3264/ 241-1621 / 297-1242	-
2	Hon'ble Dr. Justice T. Amarnath Goud, Judge	202	356-8024/ 2418879	381-3563323	-
3	Hon'ble Mr. Justice S. Data Purkayastha, Judge	204	241-9135	381- 2970111	-
4	Hon'ble Mr. Justice B. Palit, Judge	205	291-4557	381-2384099/ 291-0419	-
5	Vacant-I	203	241-7011	-	-
REGISTRAR GENERAL, REGISTRARS, JOINT REGISTRAR, DEPUTY REGISTRARS AND CHIEF LIBRARIAN					
6	Shri Viswajeet Pandey, Registrar General	206	241-0432	241-8141	7085558838
7	Shri Rajib Bhattacharjee, Registrar (Vigilance)	207	241-3669	-	8118970705
8	Smt. Mou Banerjee, Registrar (Judicial)	208	241-5132	-	9774190955
9	Shri Ashim Roy, Joint Registrar (D.D.O)-cum- I/C Registrar (Admn. P&M)	209	241-2210	-	9436450839
10	Shri Saamyajyoti Debnath, Deputy Registrar (Vigilance)-cum-C.P.C.	213	-	-	9957836080
11	Shri Pranab Majumder, Chief Librarian	214	-	-	9233157424
12	Smt. Sima Datta, Deputy Registrar (Admn.)	216	-	297-7116	9436533168
13	Shri Rajib Kr. Sengupta, Deputy Registrar (Protocol)	218	-	-	9436135737
14	Shri Pranab Datta, Deputy Registrar (Accounts)	232	-	-	9856588336
15	Secretary, High Court Legal Service Committee	212	-	-	-
16	Vacant-II	210	241-3180	-	-
PRINCIPAL SECRETARY TO HON'BLE THE CHIEF JUSTICE AND SECRETARIES TO HON'BLE THE CHIEF JUSTICE & HON'BLE JUDGES					
17	Shri Siddhartha Lodh, Principal Secretary to Hon'ble the Chief Justice	211	241-6126	-	9436454715
18	Shri Pulak Banik, Secretary to Hon'ble the Chief Justice	219	-	-	9436451102
19	Shri Manab Bhattacharjee, Secretary to Hon'ble Dr. Justice T. Amarnath Goud	220	-	-	9436452308
20	Shri Nihar Kanti Das, Secretary to Hon'ble the Chief Justice & other Judges	221	-	-	8414911624
21	Shri S.B Debroy, Secretary to Hon'ble Mr. Justice S. Datta Purkayastha	222	-	-	8787584065
22	Shri Dipankar Dey, Secretary to Hon'ble Mr. Justice B. Palit	223	-	-	9436460740
23	Shri Deepraj Choudhury, P.A to Registrar General	224	241-0933	-	8787758604
ASSISTANT REGISTRARS AND SYSTEM ANALYST					
24	Sri Naresh Sharma, Assistant Registrar (Admin)	225	-	-	9402168697
25	Smt. Sumita Motayed (Roy), Assistant Registrar (Bench)	229	-	-	9436509370
26	Shri Sandipan Pal, System Analyst (now posted at Digitisation Room)	230	-	-	9436538880
27	Smt. Rinku Saha, Assistant Registrar (Accounts)	226	-	-	9436565313
28	Shri Sunandan Kr. Ganguly, Assistant Registrar	247	-	-	9863109366
29	Smt. Chaitali Datta, Assistant Registrar (Vigilance)	231	-	-	6370581427
30	Sri Sandip Dey, Assistant Registrar (Court Officer's Section)	227	-	-	6009281419
31	Sri Bishnu Chakraborty, System Analyst, Computer Section	233	241-5799	-	8787836646

SECTION WISE

33	Cash Section	261	-	-	-
34	Store Section	244	-	-	-
35	Copying Section	235	-	-	-
36	Vigilance Section	243	-	-	-
37	Establishment Section	242	-	-	-
38	Establishment Section (R&R)	245	-	-	-
39	Protocol Section	246	-	-	-
40	Accounts Section	239	-	-	-
41	Criminal Section	228	-	-	-
42	Comm. & Affidavit Section	263	-	-	-
43	Filing Section	238	-	-	-
44	First Appl. Section	240	-	-	-
45	WPC Section	237	-	-	-
46	2 nd Appl. Section	236	-	-	-
47	WA Section	229	-	-	-
48	Cause List Section	247	-	-	-
49	Court Officer Section	234	-	-	-
50	Paper Book Section	241	-	-	-
51	Recruitment Cell	268	-	-	-
52	Record Room	272	-	-	-
53	PA/ PS Room to HCJ	273	-	-	-
54	Registrar General Secretariat Room	280	-	-	-
55	Computer Section	281	-	-	-
56	Driver Room	255	-	-	-
57	Photocopier Room	262	-	-	-
58	Restorer Room	270	-	-	-
59	Digitization Room	230	-	-	-

COURT ROOMS

56	Court No-1	248	-	-	-
57	Court No-2	249	-	-	-
58	Court No-3	251	-	-	-
59	Court No-4	252	-	-	-
60	Court No-5 (now vacant)	250	-	-	-

EXTRA

61	Security Entry Point	257	-	-	-
62	E-Sewa Kendra	258	-	-	-
63	Sweeping Staff Room	259	-	-	-
65	Doctors' Chamber	260	-	-	-
62	High Court Canteen	253	-	-	-
63	Employees Association Room	254	-	-	-
64	Video Conference Room	264	-	-	-
66	PWD (Civil) Room	278	-	-	-
63	Control Room for EPABX	265	-	-	-
64	PWD (Internal Electrical) Unit Room	266	-	-	-
65	Judges Lounge	267	-	-	-
67	PWD (Mech) AC Unit Room	269	-	-	-
64	Auditorium Room	271	-	-	-
65	Visitor Room	215	-	-	-
66	Vacant-III	217	-	-	-

(85)

ANNEXURE-IV

THE HIGH COURT OF TRIPURA, AGARTALA

Sanctioned establishment as on 16.07.2025

Sl. No.	Name of Posts	Total strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
1.	Registrar General - Group-A Gazetted	01	Time Scale/Selection Grade/ Super time Scale in own cadre (Tripura Judicial Service).	-	-	Rs.1250/-	Rs.400/-	
2.	Registrar (Judicial)/ Registrar (Vigilance & Rules)/Registrar (Administration, Planning & Management) - Group-A Gazetted	03	Time Scale/Selection Grade/ Super time Scale in own cadre when manned by persons from Judicial Service and Apex Scale of Rs.52,000-77,000/- with no Grade pay when filled up by persons from the High Court Service.	21	Rs.130000/-	Rs.1000/-	Rs.400/-	
3.	Joint Registrar - Group-A Gazetted	01	Pay Band of HAG+ Scale of Rs.37,400-67,000/- with Grade pay of Rs.8700/-	20	Rs.118500/-	Rs.750/-	Rs.400/-	
4.	Deputy Registrar (Judicial)/ Deputy Registrar (Vigilance- cum-CPC)/ Deputy Registrar (Administration)/ Deputy Registrar(Accounts)/ Deputy Registrar(Protocol) - Group-A Gazetted	05	Pay Scale in own cadre in respect of Judicial Officers and PB-4 of Rs.15600-39100/- with grade pay Rs.7600/- for the Officers in case of the High Court Service.	19	Rs.76900/-	Rs.500/-	Rs.400/-	

Sl. No.	Name of Posts	Total strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
5.	Principal Secretary to Hon'ble the Chief Justice - Group-A Gazetted	01	Pay Scale in own cadre in respect of Judicial Officers and PB-4 of Rs.15600-39100/- with grade pay Rs.7600/- for the Officers in case of the High Court Service.	19	Rs.76900/-	Rs.500/-	Rs.400/-	
6.	Chief Librarian - Group-A Gazetted	01	PB-4 of Rs.15600-39100/- with grade pay Rs.7600/-	19	Rs.76900/-	--	Rs.400/-	
7.	Sr. System Analyst Group-A Gazetted	01	PB-4 of Rs.15600-39100/- with grade pay Rs.7600/-	19	Rs.76900/-	--	Rs.400/-	
8.	Special Officer Group-A Gazetted	01	PB-4 of Rs.15600-39100/- with grade pay Rs.7600/-	19	Rs.76900/-		Rs.400/-	
9.	Secretary to Hon'ble the Chief Justice & Hon'ble Judges - Group-A Gazetted	05	PB-4 of Rs.15600-39100/- with grade pay Rs.6800/-	16	Rs.68400/-	--	Rs.400/-	
10.	Assistant Registrar - Group-A Gazetted.	08	PB-4 of Rs.15600-39100/- with grade pay Rs.6600/-	15	Rs.64800/-	--	Rs.400/-	

Sl. No.	Name of Posts	Total strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
11.	Private Secretary-I - Group-A Gazetted.	13	PB-4 of Rs.15600-39100/- with grade pay Rs.6600/-	15	Rs.64800/-	--	Rs.400/-	
12.	Librarian-cum-Research Officer - Group-A Gazetted.	01	PB-4 of Rs.15600-39100/- with grade pay Rs.6600/-	15	Rs.64800/-	--	Rs.400/-	
13.	System Analyst - Group-A Gazetted.	02	PB-4 of Rs.15600-39100/- with grade pay Rs.6600/-	15	Rs.64800/-	--	Rs.400/-	
14.	Court Manager. - Group-A Gazetted.	08	PB-4 of Rs.15600-39100/- with grade pay Rs.6600/-	15	Rs.64800/-	--	Rs.400/-	
15.	Chief Translator Group-A Gazetted.	01	PB-4 of Rs.15600-39100/- with grade pay Rs.6600/-	15	Rs.64800/-		Rs.400/-	
16.	Private Secretary-II - Group-B Gazetted.	07	PB-3 of Rs.10230-34800/- with grade pay Rs.4800/-	13	Rs.47600/-	--	Rs.325/-	
17.	Superintendent/Sr. Grade Translator/Court Master/Court Officer - Group-B Gazetted.	24	PB-3 of Rs.10230-34800/- with grade pay Rs.4800/-	13	Rs.47600/-	--	Rs.325/-	
18.	Sr. System Officer (Under the High Court of Tripura e-courts services) - Group-B Gazetted.	01	PB-3 of Rs.10230-34800/- with grade pay Rs.4800/-	13	Rs.47600/-	--	Rs.325/-	

Sl. No.	Name of Posts	Total strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
19.	Personal Assistant - Group-B Non-Gazetted.	14	PB-3 of Rs.10230-34800/- with grade pay Rs.4600/-	12	Rs.42900/-	--	Rs.325/-	
20.	Programmer - Group-B Non-Gazetted.	03	PB-3 of Rs.10230-34800/- with grade pay Rs.4600/-	12	Rs.42900/-	--	Rs.325/-	
21.	System Officer (Under the High Court of Tripura e-courts services) - Group-B Non-Gazetted	09	PB-3 of Rs.10230-34800/- with grade pay Rs.4400/-	11	Rs.37600/-	--	Rs.325/-	
22.	Head Clerk/Accountant/ Jr. Grade Translator/ Commissioner of Affidavit - Group-C Non-Gazetted	23	PB-2 of Rs.5700-24000/- with grade pay Rs.4200/-	10	Rs.34700/-	--	Rs.275/-	
23.	Assistant Librarian - Group-C Non-Gazetted	02	PB-2 of Rs.5700-24000/- with grade pay Rs.4200/-	10	Rs.34700/-	--	Rs.275/-	
24.	Library Assistant - Group-C Non-Gazetted	03	PB-2 of Rs.5700-24000/- with grade pay Rs.2800/-	9	Rs.27300/-	--	Rs.275/-	
25.	Sr. Administrative Assistant - Group-C Non-Gazetted	17	PB-2 of Rs.5700-24000/- with grade pay Rs.2800/-	9	Rs.27300/-	--	Rs.275/-	
26.	Sr. Computer Assistant - Group-C Non-Gazetted	03	PB-2 of Rs.5700-24000/- with grade pay Rs.2800/-	9	Rs.27300/-	--	Rs.275/-	

Sl. No.	Name of Posts	Total strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
27.	Bench Assistant - Group-C Non-Gazetted	02	PB-2 of Rs.5700-24000/- with grade pay Rs.2400/-	8	Rs.25300/-	--	Rs.275/-	
28.	Jr. Administrative Assistant - Group-C Non-Gazetted	41	PB-2 of Rs.5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	--	Rs.275/-	
29.	System Assistant (Under the High Court of Tripura e-courts services) - Group-C Non-Gazetted	18	PB-2 of Rs.5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	--	Rs.275/-	
30.	Restorer - Group-C Non-Gazetted	06	PB-2 of Rs.5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	--	Rs.275/-	
31.	Driver - Group-C Non-Gazetted	28	PB-2 of Rs.5700-24000/- with grade pay Rs.2200/-	7	Rs.21400/-	--	Rs.275/-	
32.	Record Arranger - Group-C Non-Gazetted.	03	PB-2 of Rs.5700-24000/- with grade pay Rs.2000/-	5	Rs.18000/-	--	Rs.275/-	
33.	Treasury Sarkar - Group-C Non-Gazetted.	01	PB-2 of Rs.5700-24000/- with grade pay Rs.2000/-	5	Rs.18000/-	--	Rs.275/-	
34.	Sr. Photocopier Operator. - Group-C Non-Gazetted.	04	PB-2 of Rs.5700-24000/- with grade pay Rs.2000/-	5	Rs.18000/-	--	Rs.275/-	

Sl. No.	Name of Posts	Total strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
35.	Photocopier Operator - Group-D Non-Gazetted	02	PB-1 of Rs.4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	--	Rs.225/-	
36.	Jamadar - Group-D Non-Gazetted	07	PB-1 of Rs.4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	--	Rs.225/-	
37.	Duftry - Group-D Non-Gazetted	02	PB-1 of Rs.4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	--	Rs.225/-	
38.	Cook - Group-D Non-Gazetted	08	PB-1 of Rs.4840-13000/- with grade pay Rs.1800/-	3	Rs.17000/-	--	Rs.225/-	
39.	Peon/Orderly - Group-D Non-Gazetted	64	PB-1 of Rs.4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	--	Rs.225/-	
40.	Mali - Group-D Non-Gazetted	10	PB-1 of Rs.4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	--	Rs.225/-	
41.	Cleaning Assistant - Group-D Non-Gazetted	06	PB-1 of Rs.4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	--	Rs.225/-	
42.	Day/ Night Guard - Group-D Non-Gazetted	10	PB-1 of Rs.4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	--	Rs.225/-	

Sl. No.	Name of Posts	Total strength	Scale of Pay			Special Allowance	Compensatory Allowance	Remarks
			Pre-revised	Revised as per Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018				
				Level	Initial/Entry Pay			
43.	Electrician - Group-D Non-Gazetted	01	PB-1 of Rs.4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	--	Rs.225/-	
44.	Plumber - Group-D Non-Gazetted	01	PB-1 Rs.4840-13000/- with grade pay Rs.1400/-	1	Rs.16000/-	--	Rs.225/-	
45.	D.R.W./Contingent Worker	14	On daily rated wages @ Rs.410/- per day and Rs.100/- per month as washing allowance					
46.	Cook (contingent)	02	On monthly fixed pay of Rs.23,225/-					
47.	Cook (Co-terminus)	01	On monthly fixed pay of Rs.23,225/-					
48.	Group-D (Co-terminus)	07	On monthly fixed pay of Rs.23990/-					
49.	Group-D (Co-terminus)	02	On monthly fixed pay of Rs.10,010/-					
Total		375						

Various Allowances in respect of the employees of High Court of Tripura, Agartala :-

1) House Rent Allowances – The house rent allowance shall be admissible to the concerned employee @ 8% of pay, subject to a maximum of **Rs.3000/-** per month. The house rent allowance will be admissible either to husband or wife if posted in the same station.

In case of Govt. Quarters Group-D employees who get quarters according to their entitlement, will be exempted from payment of licence fee.

2) Compensatory Allowance – The rate of Compensatory Allowance shall be admissible to the High Court employees at the following rates :

<u>Pay range</u>	<u>C.A.</u>
a) All employees under PB-1 (Level 1 to Level 4 of the Pay Matrix (Rs.4840-13000/-) :-	Rs.225/-
b) All employees under PB-2 (Level 5 to Level 10 of the Pay Matrix (Rs.5700-24000/-) :-	Rs.275/-
c) All employees under PB-3 (Level 11 to Level 13 of the Pay Matrix (Rs.10230-34800/-) :-	Rs.325/-
d) All employees under PB-4 (Level 14 to Level 21 of the Pay Matrix (Rs.15600-39100/-) :- and HAG + Scale & Apex Scale	Rs.400/-

3) Medical Allowance – The rate of Medical Allowance is **Rs.500/-** per month in respect of Group-C & Group-D employees of the High Court of Tripura. The HAG+Scale, Apex Scale, Group-A & Group-B employees are entitled for Medical Reimbursement. The Medical Reimbursement facility of the officers is at par with the employees of the State Government and no other Medical facility is available to the employees of High Court of Tripura.

4) Washing Allowance - The rate of Washing Allowance shall be admissible to all the Group-D employees and Drivers of the High Court is **Rs.100/-** per month.

5) Cash Allowance – At present cashier (Group-C) is entitled to draw **Rs.300/-** per month as cash allowance.

- 6) **Dearness Allowance** – At present the High Court Employees are getting 33% D.A.
- 7) **Leave Travel Concession** - High Court Employees are getting LTC 3 (three) times in service life.
- 8) **Home Travel Concession** - High Court Employees are getting HTC 2 (two) times in service life.
- 9) **Special pay for the following posts of High Court of Tripura is as follows:-**

Sl. No.	Designation	Amount
1	Registrar General	Rs.1250/- per month
2	Registrars	Rs.1000/- per month
3	Joint Registrar	Rs.750/- per month
4	Deputy Registrars	Rs.500/- per month
5	The Principal Secretary to Hon'ble the Chief Justice	Rs.500/- per month

FINAL BUDGET CEILING FOR RE 2024-25 & BE 2025-26

(in Lakhs)

17/2025

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Dem No.	Dem Name	Particulars	BE 2024-25	RE 2024-25	BE 2025-26
48	Name of the Department- High Court				
48	High Court	A. TOTAL SALARY	2893.00	2904.84	3050.08
48	High Court	Of which			
48	High Court	1 Wages	23.44	14.40	15.84
48	High Court	B. TOTAL NON-SALARY	1481.00	2000.09	1730.00
48	High Court	Of which			
48	High Court	1 Electricity Charges	45.00	45.00	55.00
48	High Court	2 Major Works	50.00	49.16	
48	High Court	3 Minor Works	220.00	238.00	110.00
48	High Court	4 Machinery & Equipments	1.00	1.00	
48	High Court	5 Supplies & materials	1.00	1.00	1.00
48	High Court	6 Others	456.00	600.00	506.00
48	High Court	7 Advertisement	3.00	2.90	3.00
48	High Court	8 Professional Services	101.00	108.00	111.00
48	High Court	9 House Building Advance		100.00	100.00
48	High Court	10 Procurement of Vehicle	35.00	31.28	
48	High Court	11 Medical Reimbursement	50.00	93.75	115.00
48	High Court	12 Outsourcing of Services	12.00	12.00	12.00
48	High Court	13 Tripura Judicial Academy	417.00	417.00	417.00
48	High Court	14 Grants for Creation of Capital Assets	90.00	301.00	300.00
48	High Court	C. TOTAL CASP/CSS			
48	High Court	1			
48	High Court	TOTAL (A+B+C)	4374.00	4904.93	4780.08

(ASHIM ROY)
JOINT REGISTRAR (D.D.O.)
High Court of Tripura, Agartala
Code No.-09027

20/07/2025

FINAL BUDGET CEILING FOR RE 2024-25 & BE 2025-26

(In Lakhs)

3/10/2025

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Item No.	Dept Name	Particulars	BE 2024-25	RE 2024-25	BE 2025-26
48	Name of the Department- High Court		2893.00	3025.08	3050.08
48	High Court	A. TOTAL SALARY			15.84
46	High Court	Of which	23.44	14.40	1730.00
48	High Court	1 Wages	1481.00	2000.09	
48	High Court	B. TOTAL NON-SALARY			55.00
48	High Court	Of which	45.00	45.00	
48	High Court	1 Electricity Charges	50.00	49.16	
48	High Court	2 Major Works	220.00	238.00	110.00
48	High Court	3 Minor Works	1.00	1.00	1.00
48	High Court	4 Machinery & Equipments	1.00	1.00	1.00
48	High Court	5 Supplies & materials	456.00	600.00	506.00
48	High Court	6 Others	3.00	2.90	3.00
48	High Court	7 Advertisement	101.00	108.00	111.00
48	High Court	8 Professional Services		100.00	100.00
48	High Court	9 House Building Advance	35.00	31.28	
48	High Court	10 Procurement of Vehicle	50.00	93.75	115.00
48	High Court	11 Medical Reimbursement	12.00	12.00	12.00
48	High Court	12 Outsourcing of Services	417.00	417.00	417.00
48	High Court	13 Tripura Judicial Academy	90.00	301.00	300.00
48	High Court	14 Grants for Creation of Capital Assets			
48	High Court	C. TOTAL CASP/CSS			
48	High Court	1	4374.00	5025.17	4780.08
48	High Court	TOTAL (A+B+C)			
48	High Court	2 Major Works	50.00	49.16	

(ASHIM ROY)
JOINT REGISTRAR (D.D.O.)
High Court of Tripura, Agartala.
Code No.-09037

Complete

2025/10/03/2025

DEMAND NO:- 48

Estimates of the Amount required in the year ending 31st March, 2026 to defray the charges in respect of Demand No : 48

(Amount in Lakhs)

	CHARGED	VOTED	TOTAL
Gross expenditure	3553.8300	1226.2500	4780.0800
Recoveries (Deduction)	0.0000	0.0000	0.0000
Net Amount	3553.8300	1226.2500	4780.0800


Major Head, SubMajor Head, Minor Head (0000 000 00)	Actuals 2023-24	Budget Estimate 2024-25	Revised Estimate 2024-25	Budget Estimate 2025-26
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Major Heads which will be accounted for under this Demand

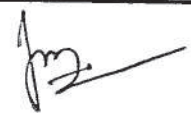
48	High Court				
2014	Administration of Justice	3346.7304	4233.0000	4589.6700	4340.0800
4059	Capital Outlay on Public Works	308.8976	51.0000	50.1600	0.0000
5475	Capital Outlay on Other General Economic Services.	0.0000	90.0000	301.0000	340.0000
7610	Loans to Government Servants etc.	0.0000	0.0000	100.0000	100.0000

Total Demand No. 48		3655.6280	4374.0000	5040.8300	4780.0800
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	Charged	2886.1125	3336.8000	3628.4400	3553.8300
	Out of which Revenue	2886.1125	3336.8000	3628.4400	3553.8300
	Out of which Capital	0.0000	0.0000	0.0000	0.0000
	Voted	769.5155	1037.2000	1412.3900	1226.2500
	Out of which Revenue	460.6179	896.2000	961.2300	786.2500
	Out of which Capital	308.8976	141.0000	451.1600	440.0000
	Total Revenue	3346.7304	4233.0000	4589.6700	4340.0800
	Total Capital	308.8976	141.0000	451.1600	440.0000


(ASHIM ROY)
JOINT REGISTRAR (D.D.O.)
High Court of Tripura, Agartala.
Code No.-09037

INFORMATION FOR BUDGET OF REVISED ESTIMATE of 2024-25				
(Rupees in Lakh)				
NAME OF THE DEPARTMENT : HIGH COURT OF TRIPURA & TRIPURA JUDICIAL ACADEMY				
Dem and No.	Particulars	Budget Estimate 2024-25	High Court R.E. 24-25	Tripura Judicial Academy
48	A. TOTAL SALARY	2893.00	3040.74	0.00
	Of which			
	(1) Salary (Judge)	400.00	356.00	0.00
	(2) Salary (Others)	2469.56	2670.34	0.00
	(3) Wages	23.44	14.40	0.00
	B. TOTAL NON-SALARY	1481.00	2000.09	417.00
	Of which			
	(1) Electricity Charges	45.00	45.00	18.00
	(2) Major Works	50.00	49.16	0.00
	(3) Minor Works	220.00	238.00	150.00
	(4) Machinery & Equipments	1.00	1.00	0.00
	(5) Supplies & Materials	1.00	1.00	0.00
	(6) Others	456.00	600.00	158.00
	(7) Advertisement	3.00	2.90	0.00
	(8) Professional Services	101.00	108.00	11.25
	(9) House Bulding Advance	0.00	100.00	0.00
	(10) Procurement of Vehicle	35.00	31.28	0.00
	(11) Medical Reimbursement	50.00	93.75	0.00
	(12) Outsourcing of Services	12.00	12.00	79.75
	(13) Tripura Judicial Academy	417.00	417.00	0.00
	(14) Grants for Creation of Capital Assets	90.00	301.00	0.00
	(6) Others	456.00	600.00	158.00
	(i) Travelling Judge	28.00	28.00	0.00
	(ii) Travelling Others	17.65	34.65	4.00
	(iii) Overtime Expenses	0.35	0.35	0.00
	(iv) Office Expenses	127.80	135.00	90.00
	(v) Cost of Fuel	40.00	40.00	4.00
	(vi) Other Administrative Exp.	60.00	60.00	50.00
	(vii) Other Charges (Gardening)	182.00	301.85	6.00
	(viii) Hiring Charges of vehicles	0.20	0.15	4.00
	C. TOTAL CASP/CSS	0.00	0.00	0.00
I		0.00	0.00	0.00
Total (A+B+C)		4374.00	5040.83	417.00


 (ASHIM ROY)
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 High Court of Tripura, Agartala.
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