

# **THE ORISSA HIGH COURT RIGHT TO INFORMATION RULES, 2005**

HIGH COURT OF JUDICATURE, ORISSA, CUTTACK

## **NOTIFICATION**

The 23rd February 2006

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

### **CHAPTER - I GENERAL**

#### 1. Short Title and commencement-

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

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

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

**CHAPTER-II  
DESIGNATION AND POWERS**

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

**CHAPTER-III  
FEES**

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

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

**CHAPTER-IV  
MISCELLANEOUS**

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

BY ORDER OF THE COURT

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

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

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

**CUTTACK**

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

**PURI**

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

**KHURDA**

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

**DHENKANAL**

24.	Dhenkanal	Sheristadar	District & Sessions Judge
25.	Hindol	Sheristadar	SDJM
26.	Kamakshyanagar	Sheristadar	Civil Judge (Sr. Division)
27.	Angul	Sheristadar	District & Sessions Judge
28.	Talcher	Bench Clerk	Addl. District Judge
29.	Pallahara	Sheristadar	SDJM
30.	Athamallick	Sheristadar	Civil Judge (Sr. Division)

**BALASORE**

31.	Balasore	Sheristadar	District & Sessions Judge
32.	Jaleswar	Sheristadar	Addl. Civil Judge (Jr. Division)

33.	Soro	Senior-most Sr. Clerk	Addl. Civil Judge (Jr. Division), JMFC
34.	Nilgiri	Sheristadar	Civil Judge (Sr. Division)
35.	Bhadrak	Sheristadar	District & Sessions Judge
36.	Basudevpur	Senior-most Sr. Clerk	Addl. Civil Judge (Jr. Division) JMFC

### **KALAHANDI**

37.	Bhawanipatna	Sheristadar	District & Sessions Judge
38.	Madanpur-Rampur	Senior-most Sr. Clerk	Additional Civil Judge (Jr. Division), JMFC
39.	Dharamgarh	Sheristadar	Civil Judge (Sr. Division)
40.	Nuapada	Sheristadar	District & Sessions Judge
41.	Khariar	Senior-most Sr. Clerk	Additional Civil Judge (Jr. Division), JMFC

### **SAMBALPUR**

42.	Sambalpur	Sheristadar	District & Sessions Judge
43.	Kuchinda	Sheristadar	Civil Judge (Sr. Division)
44.	Rairakhol	Sheristadar	SDJM
45.	Deogarh	Bench Clerk	Additional District Judge
46.	Baragarh	Sheristadar	District & Sessions Judge
47.	Padampur	Sheristadar	Civil Judge (Sr. Division)
48.	Sohella	Senior-most Sr. Clerk	JMFC
49.	Barpalli	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
50.	Jharsuguda	Sheristadar	District & Sessions Judge

### **BOLANGIR**

51.	Bolangir	Sheristadar	District & Sessions Judge
52.	Patnagarh	Sheristadar	Civil Judge (Sr. Division)
53.	Kantabanji	Senior-most Sr. Clerk	JMFC
54.	Titilagarh	Bench Clerk	Additional District Judge
55.	Sonepur	Sheristadar	District & Sessions Judge
56.	Biramaharajpur	Sheristadar	SDJM
57.	Rampur	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
58.	Lusingha	Senior-most Sr. Clerk	JMFC

### **KORAPUT**

59.	Jeypore	Sheristadar	District & Sessions Judge
60.	Laxmipur	Senior-most Sr. Clerk	JMFC
61.	Kotpad	Senior-most Sr. Clerk	JMFC
62.	Koraput	Sheristadar	Civil Judge (Sr. Division)
63.	Nawarangapur	Sheristadar	District & Sessions Judge
64.	Umerkote	Senior-most Sr. Clerk	JMFC
65.	Malkanagiri	Bench Clerk	Additional District Judge
66.	Mottu (M.V.79)	Senior-most Sr. Clerk	JMFC
67.	Rayagada	Sheristadar	District & Sessions Judge

68.	Kashipur	Senior-most Sr. Clerk	JMFC
69.	Bissam-Cuttack	Senior-most Sr. Clerk	JMFC
70.	Gunupur	Sheristadar	Civil Judge (Sr. Division)
<b><u>GANJAM</u></b>			
71.	Berhampur	Sheristadar	District & Sessions Judge
72.	Digapahandi	Senior-most Sr. Clerk	JMFC
73.	Chhatrapur	Sheristadar	Civil Judge (Sr. Division)
74.	Sorada	Sheristadar	Civil Judge (Jr. Division), JMFC
75.	Bhanjanagar	Bench Clerk	Additional District Judge
76.	Kodala	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
77.	Aska	Sheristadar	Civil Judge (Sr. Division)
78.	Khallikote	Senior-most Sr. Clerk	JMFC
79.	Patrapur	Sheristadar	Civil Judge (Jr. Division)
80.	Purusottampur	Senior-most Sr. Clerk	JMFC
81.	Paralakhemundi	Sheristadar	District & Sessions Judge
82.	R. Udayagiri	Senior-most Sr. Clerk	JMFC
<b><u>PHULABANI</u></b>			
83.	Phulabani	Sheristadar	District & Sessions Judge
84.	G. Udayagiri	Senior-most Sr. Clerk	JMFC
85.	Daringbadi	Senior-most Sr. Clerk	Civil Judge (Jr.Division), JMFC
86.	Baliguda	Sheristadar	Civil Judge (Sr. Division)
87.	Boudh	Sheristadar	District & Sessions Judge
88.	Kantamal	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
<b><u>SUNDARGARH</u></b>			
89.	Sundargarh	Sheristadar	District & Sessions Judge
90.	Bonai	Sheristadar	Civil Judge (Sr. Division)
91.	Rajgangpur	Senior-most Sr. Clerk	JMFC
92.	Rourkela	Bench Clerk	Additional District Judge
<b><u>MAYURBHANJ</u></b>			
93.	Baripada	Sheristadar	District & Sessions Judge
94.	Rairangapur	Bench Clerk	Additional District Judge
95.	Udala	Sheristadar	Civil Judge (Sr. Division)
96.	Karanjia	Sheristadar	Civil Judge (Sr. Division)
<b><u>KEONJHAR</u></b>			
97.	Keonjhar	Sheristadar	District & Sessions Judge
98.	Champua	Sheristadar	Civil Judge (Sr. Division)
99.	Barbil	Senior-most Sr. Clerk	Civil Judge (Jr. Division), JMFC
100.	Anandapur	Sheristadar	Civil Judge (Sr. Division)

**APPENDIX - II**  
**APPLICATION FORM FOR INFORMATION**  
**SERIAL NO. \_\_\_\_\_**  
**IN THE HIGH COURT OF ORISSA, CUTTACK**

Space for Court Fee Stamp
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Description of document of which the information is required. Declaration : I, ..... the applicant do hereby solemnly affirm and state that the facts stated in the application form are true to my knowledge and are based on information which I have obtained from the authentic sources. I believe the said information to be true and the information sought for by me are not coming within the purview of Section 8 (1) (a) to (j) of The Right to Information Act, 2005 and under Rule 5 of The Orissa High Court Right to Information Rules, 2005. <p style="text-align: right;">Signature of the applicant</p> Date :	I, ..... son of ..... at ..... P.S. .... Dist. .... do hereby apply for the information / order passed by the Hon'ble High Court relating to. .... Dated this ..... day of ..... 20 <p style="text-align: right; margin-top: 100px;">Signature of the applicant</p>
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**FOR OFFICE USE ONLY**

Application received on ..... Copy ready for supply ..... Compared by (1). ..... (2). ..... Signature of the Issuing Clerk Date ..... Received copy of information <p style="text-align: right; margin-top: 20px;">Signature of the applicant</p>	Estimated Cost ..... Record received on ..... Information ready on ..... Information delivered on ..... <p style="text-align: center;">State Public Information Officer</p> Date ..... (Seal)
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**APPENDIX - II-A  
APPLICATION FORM FOR INFORMATION**

**SERIAL NO. \_\_\_\_\_  
IN THE COURT OF .....**

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

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

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

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

**ORISSA HIGH COURT, CUTTACK****NOTIFICATION**

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

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

**Short title and commencement-**

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

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

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

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

**4(1) Every public Authority**

**Shall.**

**(a)      xx                      xx**

**(b) (i) The particulars of its  
organization, functions and  
duties.**

The particulars relating to establishment, functions and duties of Orissa High Court has been fixed according to Orissa High Court Order, 1948.

The Orissa High Court Order, 1948 says that as from the 26<sup>th</sup> day of July, 1948 (herein after referred to as “the prescribed day”) there shall be a High Court for the province of Orissa which shall be a Court of record and shall consist of a Chief Justice and such other Judges as the Governor General of India may from time to time whether before or after the prescribed day appoint in accordance with the provisions of Section 220 of Govt. of India Act, 1935.

Accordingly, the Orissa High Court was established on 26<sup>th</sup> July, 1948 and is functioning at Cuttack.

The High Court Office is consisting of two departments namely, the administrative Department to carry on the Administrative business of the Court on its Appellate side and the Judicial Department which shall mean and include all the rest of it.

High Court to be Courts of Record-The High Court shall be a Court of record and shall have all the power of such a Court including the power to punish for contempt of itself.

Power of High Court to issue certain Writs:-

(1) Notwithstanding anything in Article 32, the High Court shall have power throughout the territories in relation to which it exercises jurisdiction to issue to any person or authority, including in appropriate cases any Government, within those territories directions, orders, or writs, including writs in the nature of habeas corpus, mandamus, prohibition, quo warranto and certiorari, or any of them for the enforcement of any of the

rights conferred by Part-III and for any other purpose.

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

Power of Superintendence over all courts by the High Court:

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

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

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

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

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

Transfer of certain cases to High Court:

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

necessary for the disposal of the case, it shall withdraw the case and may -

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

Officers and Servants and the expenses of High Courts:-

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

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

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

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

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

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

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

Serving Judge is nominated by the Governor in consultation with the Chief Justice as the Executive Chairman of the Authority.

The State Government in consultation with the Chief Justice has appointed a person belonging to the State Higher Judicial Service as the Member Secretary of the State Authority.

The State Government in consultation with the Chief Justice have constituted the District Legal Services Authority under the Chairmanship of the District Judge and Taluk Legal Services Committees under the ex-officio Chairmanship of the Senior Civil Judge (Sr.Divn.).

Besides that the High Court Legal Services Committee has been constituted under the ex-officio Chairmanship of a sitting Judge of the High Court nominated by the Chief Justice. The Registrar (Judicial) is the Secretary of the High Court Legal Services Committee.

Steps are being taken by all the above committees for holding of permanent and continuous Lok Adalats in all over the State.

For details please see Orissa Legal Services Authority Manual (Annexure-II).

**4 (b) (ii)**

**Powers and duties of the Officer and employees.**

**1. Registrar General**

(ii) The following powers and duties of Officers and Employees of the Orissa High Court has been allocated by Hon'ble the Chief Justice.

- (i) Nomination of Hon'ble Judges and other Officers for participating in training at N.J.A and other places and all correspondence in that regard.
- (ii) All litigation in the Supreme Court and the High Court where the Court is a party.
- (iii) All Protocol matters including reservation of accommodation, reception, of the Hon'ble Judges of the Court and other dignitaries.
- (iv) Matters relating to Chief Justices' Conference.
- (v) Correspondence made with the Supreme Court, other High Courts State and Central Govts, or other Bodies relating to matters other than those having a bearing with the lower judiciary.
- (vi) Matters which are not specifically entrusted to the Registrar (Administration), Registrar (Judicial), Registrar (Inspection) and Registrar (Vigilance).
- (vii) Any other matters specifically entrusted by Hon'ble the Chief Justice.

**2. Registrar(Vig)**

- (i) All allegations against Judicial Officers as well as the Non-Judicial Staff of the District Judiciary.
- (ii) All Vigilance enquires.
- (iii) Acquisition of Movable and Immovable Properties of Judicial Officers.
- (iv) All matters relating to the Rules Section.
- (v) Matters relating to the reports of the Law Commission.
- (vi) Any other matter that would be specifically entrusted by the Hon'ble Chief Justice.

**3. Registrar (Judicial)**

- (i) Lawazima Court.
- (ii) All Judicial Sections and Copying Section in the High Court.
- (iii) Matters relating to the residential quarters of the Hon'ble Chief Justice, Hon'ble Judges, Officers and Staff.
- (iv) Budget relating to the High court; Accounts and establishment matter of the High Court including the Accounts relating to the Hon'ble Judges and overall control of the High Court Staff.
- (v) High Court Building, Staff Quarters, Staff, Garden and Stationeries Store and Purchase.
- (vi) Departmental Proceedings against the staff of the Court.
- (vii) All matters relating to Legal Aid, Lok Adalats and Mediation.
- (viii) Parliament and Assembly questions relating to High Court/High Court Cases/High Court Judges.
- (ix) Matters relating to Security of High Court and Hon'ble Judges.
- (x) All matters relating to vehicle section.
- (xi) Statistics relating to High Court cases.
- (xii) All matters relating to swearing in ceremony of the Hon'ble Judges of the Court.
- (xiii) Proposal for designating Advocates as Senior Advocates.

Any other matter that would be specifically entrusted by Hon'ble the Chief Justice.

**4. Registrar (Admn)**

- (i) Matters relating to the Appointment Section excluding allegation against Judicial Officers.
- (ii) All correspondence relating to District Judiciary excluding those which are dealt with by the Registrar (Ins).
- (iii) To pursue all matters pending with the State Government relating to the Administrative side.

- (iv) Sanction of leave to the Judicial Officers.
- (v) Vesting Executive Magistrates with the powers of Judicial Magistrate under the provisions of the Criminal Procedure Code.
- (vi) Files relating to the construction, addition & alternation of Civil Courts buildings and residential quarters for the Judicial Offices and allotment of quarters to the Judicial Officers.
- (vii) Provision for telephone, typewriters and other office equipments in Civil Courts.
- (viii) Settlement of shops etc. in the Civil courts compound.
- (ix) Appeals against orders filed by Class-III and Class-IV employees of the Civil Courts.
- (x) Matters relating to the District Judges' Conference.
- (xi) Matters relating to Parliament questions and Assembly questions with regard to District Judiciary.
- (xii) Matters relating to Companies Act.
- (xiii) Budget, Allotment of funds and Accounts relating to District Judiciary and correspondence in this regard.
- (xiv) Matters relating to Orissa Judicial Academy.
- (xv) All matters relating to Ministerial Staff and establishment of the Courts of District Judiciary.

Any other matter that would be specifically entrusted by Hon'ble the Chief Justice.

#### **5. Registrar (Inspection)**

- (i) All matters relating to inspection made by the District Judges and Chief Judicial Magistrates of the Subordinate Courts both Civil and Criminal and preparation of notes of observation on the notes of inspection made by the Chief Justice and other Hon'ble Judges of the Court.
- (ii) All inspection notes and memorandum of visit of Hon'ble the Chief Justice and Hon'ble Judges of the Court.
- (iii) Statements and returns received from District Judiciary so also the connected statistics.
- (iv) Any other matter that would be specifically entrusted by the Hon'ble Chief Justice.

#### **6. Central Project Coordinator**

- (i) All matters relating to computerization of the High Court, District Judiciary besides e-Court Projects.
- (ii) Matters relating to Library.
- (iii) Any other matter that would be specifically entrusted by

Hon'ble the Chief Justice.

**7. Director, Orissa Judicial Academy**

For conducting training programme of Judicial Officers, Mediators and staff of the Orissa High Court & Subordinate Courts.

**8. Special Officer (Administration)**

- i. Dealing with the files relating to posting, promotion & transfer of Judicial Officers.
- ii. High Court Library.
- iii. District Judges Conference.
- iv. Matters of Full Court & other Committees.

**9. Special Officer ( Special Cell)**

- i. Matters relating to Amendment of High Court Rules, G.R & C.O. (Civil and Crl.) Issue of circulars, General Letters etc.
- ii. Preparation of notes of inspection of Chief Justice and other Judges of the High Court.
- iii. Accounts & Establishment of High Court.

**10. Deputy Registrar(J & E)**

- i) Preparation of cause list.
- ii) Holding of Lawazima Court.
- iii) Placing of Judicial records before the Hon'ble Benches of the High Court.

**11. Addl. Deputy Registrar (J & E)**

- i. In charge of all Judicial records
- ii. C.C.R of Judicial Officers.
- iii. Issue of Writs, notices and goshwaras to the parties.
- iv. State Public information Officer for the Orissa High Court under Orissa High Court R.T.I Rules-2005

**12. Deputy Registrar (A & P)**

- (i) Appeals, representations of staff of Subordinate Courts.
- (ii) Matters relating to Parliament & Assembly questions.
- (iii) Tour programmes of Hon'ble the Chief Justice & Hon'ble Judges of High Court of Orissa and other High Court of the country.
- (iv) Leave Applications of Judicial Officers.

**13. Asst. Registrar (Estt.)**

- (I) Preparation of cause list, judicial Index, Statement, Statistics and periodical returns of Subordinate Courts.
- (II) Preparation of certifies copies and in-charge of record room, Xerox machines etc.

**14. Asst. Registrar (Administration)**

- (I) Construction of High Court Building, Residential Bungalows of Hon'ble The Chief Justice, Hon'ble Judges of High Court quarters of Officers and staff of the High Court, Judicial Academy.
- (II) In-charge of Class-IV establishment, Telephone, Staff Car,

Store & Purchase of the High Court.

**15. Establishment Officer**

- (I) Matters relating to Service Books of staff of the High Court.
- (II) All Accounts matters of High Court employees.
- (III) Drawal of pay bills of Gazetted and non-Gazetted staff of the High Court.
- (IV) Finalization of pension papers.

**16. S.R. & O.C.**

- (I) Verification of Judicial records, Stamps used in those records in order to removal of defects.
- (II) Administer oath and affirmation to the parties.

**17. Chief Accounts Officer**

- (I) Preparation of both plan and non-plan budget for the High Court & Subordinate Courts.
- (II) Reconciliation of High Court expenditure with Accountant General and Government.

**18. Secretary to Hon'ble Judges**

- (I) To take down dictation of orders and judgments passed by Hon'ble the Judges of the High Court both in Administrative & Judicial records.
- (II) To place the relevant case laws in Judicial & Administrative records.  
To collect papers, records and files as required by Hon'ble Judges.
- (III) To prepare draft tour programme of Hon'ble Judges and after completion of tour supply of tour particulars for preparation of T.A. Bill.
- (IV) In-charge of library books in residential office of Hon'ble Judges.
- (V) To make arrangement of interview of seeking persons as per direction of Hon'ble Judges.
- (VI) In-charge of confidential records and files dealt by Hon'ble Judges.
- (VII) To exercise supervision and control over the Class-IV employees attached to the Hon'ble Judges.
- (VIII) To attend the telephone calls, maintain proper account of furniture used by Hon'ble Judges.

**19. Judicial Indexer**

To Circulate the Supreme Court Judgments before Hon'ble Judges of the High Court. Indexing the High Court Judgments in the Index Register to facilitate easy reference of Hon'ble Judges at the time of necessity.

**20. Court Officer–cum-Asst. Registrar**

- (I) To maintain and up keep the High Court Building and residential Bungalows of Hon'ble Judges and the furniture

and articles placed therein.

- (II) To receive and see off the Hon'ble Judges and dignitaries visiting the High Court.
- (III) To be in-charge of National Flag Hoisting on the High Court Building.
- (IV) To be in-charge of Class-IV employees attached to the residence of Hon'ble Judges and High Court garden.
- (V) To arrange the Conference and meetings of Hon'ble Judges.

## **21. Court Manager**

- (I) To look after the infrastructural requirements and developments of the High Court including regular day-to-day maintenance of the High Court Buildings and to work in co-ordination with the Building /Court Officer Section.
- (II) To be responsible for the Human Resource management of the High Court i.e to work out the requirement of staff in order to move the Government from time to time and to initiate the recruitment process in co-ordination with the Establishment Section and the Recruitment Cell.
- (III) To work for preparation of plan, process the Budget proposals and the Financial management of the Court in co-ordination with the Accounts section.
- (IV) To look after proper functioning of the Information technology and the Computerization introduced in the High Court in co-ordination with the N.I.C and the computer technicians.
- (V) They will be liaison with the Court Managers of the District Courts for
  - (a) effective implementation of the e-Court projects under the supervision of the Central Project Co-ordinator(CPC) of the Court.
  - (b) proper planning and execution of Infrastructural Projects relating to subordinate Judiciary.
  - (c) proper utilization of funds placed at the disposal of the subordinate Courts and placement of requirements.

They also be entrusted with any special of other assignments as would be decided by the Court.

## **22. Asst. Protocol Officer**

Preparation of tour programme, reservation and accommodation of the Hon'ble Chief Justice and Hon'ble Puisne Judges of the Orissa High Court and Hon'ble Chief Justice and other Hon'ble Judge of Supreme Court and other High Courts.

**23. System Analyst**

Supervising the work of main Computer Section regarding Listing of cases, Computerization of information etc. Besides that he is to see the maintenance of Computer, Systems Development, Programme Development and Co-ordination between High Court and Government.

**24. Superintendents/  
Section Officers**

In the Judicial side, the Superintendents/Section Officers of various Departments/Sections are to supervise the work of the Assts. working under them regarding movement of cases records, both pending and disposed of, compliance of orders of the Court, communication of order to various authorities, preservation and transmission of records and documents, assisting timely listing of cases and submission of statistical returns and ensure supply of information and copies to the Litigant Public.

In the administrative side, the Superintendents are supervising the work of Assistants attached to the respective Sections regarding administration of Justice and assisting the Officers in drafting of rules and making policy decisions in connection with High Court and Subordinate Courts.

**25. P.S.R.**

The Peripatetic Stamp Reporters are to go on tour to different Subordinate Civil and Criminal Courts for examination of pending/disposed of case records and to point out regarding payment of adequacy or in-adequacy of stamps/court fees and place the matter before the Court for consideration.

**26. Superintendent (Typist)**

Supervise the work of Type Section, Central Issue Section regarding preparation of Paper Books for judicial records to type out the certified copies and for issuance of administrative/judicial letters and other communications.

**27. Assistant Section Officer**

In the Judicial side the Assts Section Officers are the custodian of the case records. They are to send different case records to different Benches through List Section, see compliance of Court's orders passed by different Benches of the Court.

In the Administrative side the Assistant Section Officers are to deal with various administrative files, like reports, letters, records received from the Subordinate Courts, Central Govt. and State Govt. and regular transaction of the High Court in Administrative side.

**28. Research A assistant**

- (I) To assist Hon'ble Judge, in discharge of Judicial and administrative functions, the Research Assistant shall perform the following duties, under direct control of the Hon'ble judge with he/she is attached.
- (II) To read the case files, and prepare the case i.e. case summary & notes and chronology of events of such a comprehensive nature that it may give to the Hon'ble Judge complete view of

the matter , including the legal questions involved, and the latest case law having bearing on the case either ways.

- (III) To search out case law, articles, papers and other relevant material required in discharge of judicial/administrative work.
- (IV) To take down notes of arguments and to prepare notes of cases.
- (V) To identify facts, issues and questions that may arise in the course of arguments, or as may be relevant for judgment.
- (VI) To maintain records of Judgments by the Hon'ble Judge along with the point of law decided in that particular case, and to maintain it in such a manner, as to be very conveniently retrievable, as and when needed by the Judge, for the any purpose whatsoever.
- (VII) To perform whatever is directed, in the course of imparting training to him , with regard to procedure and substantive law,
- (VIII) To assist the Hon'ble Judge in preparing any speech/ academic paper.

### **29. Typists/Copyists**

Prepare copies of judgments, orders, notices letters both in judicial and administrative and paper book.

### **30. Class-IV Employees**

Zamadars – They are to accompany to he Hon'ble Judges of the Court during Court hour and at the time of visiting different places on official duty and carry out orders of Chief Justice and other Judges as and when required.

### **31. Other Class-IV Employees**

They are to attend the Court and Offices in transaction of day to day official business of both in the Court as well as in the residential offices.

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

The procedure is being followed in the decision making process as per the rules prescribed in the C.P.C., Cr.P.C., I.P.C., Evidence Act, High Court Rules, G. R. & C. O. and other Acts and Rules framed by the Government and High Court from time to time. The Channels of supervision are being followed in view of the Rules framed by the Orissa High Court.

**The norms set by it for the discharge of its functions**

The norms/ yardstick of Judicial Officers have been fixed by the Orissa High Court for discharge of their duties as follows.

The following Officers have been nominated by the Odisha Judicial Academy under the Right to Information Act, 2005

**Appellate Authority**

**Sh. Bidyut Kumar Mishra**

Director

Odisha Judicial Academy, Cuttack

E-mail : [orissajudicialacademy@gmail.com](mailto:orissajudicialacademy@gmail.com)

**Public Information Officer**

**Smt. Swapna Sagarika Mishra**

Deputy Director

Odisha Judicial Academy, Cuttack

E-mail : [orissajudicialacademy@gmail.com](mailto:orissajudicialacademy@gmail.com)

**Assistant Public Information Officer**

**Sh. Ashish Kumar Dalei**

Superintendent

Odisha Judicial Academy, Cuttack

E-mail : [orissajudicialacademy@gmail.com](mailto:orissajudicialacademy@gmail.com)