

# JHARKHAND HIGH COURT, RANCHI

Office Order No. \_\_\_\_\_/

Dated \_\_\_\_\_

While passing the order in L.P.A. No. 257/2012 on 30<sup>th</sup>.July, 2012 Hon'ble Division Bench has been pleased to direct the office that in a matter where the State in the Party, the designation of the appearing Counsel should also be shown in the Cause List.

Accordingly, the Centralized filing Section and NIC/CPC Section of this Court is directed to ensure that the designation of the appearing Counsel, where the State is a Party, is properly entered and the same is properly printed in the Cause List.

Sd/-P.K.Chourasia  
**Joint Registrar (L & C)**

Memo No. 21 /Dated, the 7<sup>th</sup>. November, 2012

Copy forwarded to In-charge NIC/CPC-~~12~~ Section for the needful.

  
Joint Registrar (L & C)

**HIGH COURT OF JHARKHAND, RANCHI**

**ORDER**

**No. 17/CJS / 30/R&S**

**Dated: Ranchi the 7<sup>th</sup> November, 2012.**

I am directed to communicate that in order to further streamline the role and functions of Court Managers, the Hon'ble Court have issued following guidelines for adherence by all concerned: -

1. The Court Managers of the High Court shall assist the Registry in the preparation and compilation of all the statistical data relating to institution, disposal and stay matter of all categories of cases pending in the trial courts across the 22 Districts and Subordinate Judiciary.
2. The Court Managers of District and Subordinate Courts shall promptly act upon the instructions received from the Court Managers of High Court of Jharkhand, who will give the instructions to them with the prior approval of Joint Registrar (Judicial)/Central Project Coordinator. Further, having received such instructions, the Court Managers of the District and Subordinate Judiciary, after placing such instructions before the Presiding Officer of the Court, shall comply with the same readily by taking all information from the concerning clerk of the concerned Courts.
3. All the statistical report will be prepared by Courts with the help of the Court Managers posted in the District and Subordinate Judiciary and shall be submitted in person to the Principal District Judges/Principal Judicial Commissioner, who will forward to the High Court of Jharkhand, after proper application of mind in the statistical report presented before him by the Court Managers.
4. The Presiding Officer of each Court as per his/her convenience may discuss the matter with the Court Manager and shall, time to time, instruct the Court Managers to improve the working of Court Management in Judicial Work effectively and efficiently and specifically in the matter related to Case Flow Management and monitoring of **Old Case Flow** with special reference to "**20 Old Cases**" Scheme as well as Mission Mode Programme.
5. Either in the meetings of District Level Monitoring Committee or in a meeting convened by the Principal District Judge/Principal Judicial Commissioner of a District for implementing the Mission Mode Programme and 20 Old Cases Scheme, the Court Manager shall be permitted to take part in the discussion in the relevant matter for which his presence is necessary and the rest matter of the meeting may be discussed along with Judicial Officers by the Principal District Judge/Principal Judicial Commissioner in absence of the Court Manager. The

Court Managers may be allowed to discuss their views and points regarding the reports and statistics and Court working other than judicial matters in the meetings under the Chairmanship of Principal District Judge/Principal Judicial Commissioner. The Court Managers may be allowed to communicate the Assistant of a Court, if any anomaly is found or does not find the figures tallying with the given format.

6. All the Courts shall secure and ensure full assistance to the Court Managers from supporting Staff (Ministerial) keeping in mind that the Court Managers shall not be allowed to look into the Judicial Works.
7. The Court Managers of the High Court of Jharkhand and Court Managers of District and Subordinate Judiciary shall work in coordination with each other and the Court Managers of District and Subordinate Judiciary may discuss with their counterparts of other Districts and also with the Court Managers of the High Court for any clarification and support.
8. The Court Managers shall also be engaged to monitor and to ensure that all kinds of summons, notices and processes issued from Nazarat are delivered timely and promptly.
9. The Principal District Judges of each District including the Principal Judicial Commissioner are supposed to ensure that the Court Managers of their respective Judgeship may frequently use e-mail and faxes for sending information as and when asked by the High Court including the Court Managers of the High Court.
10. The Court Managers of each Judgeship may also be involved in the field of e-Courts Project so as to appreciate the Case Information System helpful in collecting correct statistical data of Judicial Works.
11. Such guidelines for the Court Managers shall continue to be issued intermittently from time to time and, therefore, all the Principal District Judges including the Principal Judicial Commissioner, Ranchi are directed to ensure that such guidelines are properly maintained in the Judgeship for any future reference.

By Order of the Court,  
Sd/- A.V.Singh  
Registrar General