

HIGH COURT OF MADHYA PRADESH : JABALPUR

MEMORANDUM

No. 807 / Jabalpur, dated - the 11th of August, 2008.

To,

**The District and Sessions Judge,
All Districts in Madhya Pradesh.**

Sub:- Duties and Functions of Registrar Civil Courts.

With reference to the subject cited above, I am to inform you that following duties and functions of the Registrar Civil Court have been approved :-

1. Administrative functions regarding regular inspection of the sections and the office of District establishment shall be entrusted to the Registrar. All routine matters except the confidential matters shall be placed before the District Judge through the Registrar.
2. The Registrar Civil Court shall be entrusted with daily supervision over the ministerial, process serving, copying and Record Room staff of the Civil Court. He shall report neglect of duty or misconduct to the District Judge and the Additional District Judge (Vigilance) who shall, in turn, report the matter to the High Court through the District Judge (Vigilance).
3. The Registrar Civil Court shall be authorized to receive and enquire into the complaints of ministerial staff under the directions of District Judge under Rule 14(2) of the M.P. Civil Service (C.C.A.) Rules, 1966. After due enquiry, the Registrar shall submit the proceedings with his report to the District Judge.
4. All appointments to ministerial posts, transfers and postings of ministerial staff and class IV employees shall be proposed by the Registrar Civil Court to the District Judge. District Judge may consult the Registrar Civil Court before making any transfer, promotion and posting of the ministerial staff for proper administration.

5. All administrative matters relating to leave and advances shall be placed before the District Judge through the Registrar. The Registrar shall examine the application for leave/advance/T.A./D.A./other allowances and place the matter with his recommendation/report before the District Judge. The leave applications of class IV employees and monitoring of their duties shall be entrusted solely to the Registrar by appointing him competent officer for this purpose under M.P. Civil Services Leave Rules, 1977.
6. All the protocol arrangements shall be entrusted to the Registrar Civil Court. Intimation regarding visits of Hon'ble Judges and other dignitaries shall be sent to the Registrar for proper arrangements under the instructions and guidance of the District Judge. An official vehicle will be provided to the Registrar Civil Court for protocol arrangements.
7. The Registrar Civil Court shall be entrusted with the function of legal aid Secretary for supervising and organizing legal literacy camp, Lok Adalat and for discharging other functions of Secretary under Section 19 of the Legal Services Authorities Act. He shall be appointed Presiding Officer of the 'Permanent and Continuous Lok Adalat' for concerned District.
8. The Registrar Civil Court shall be Officer-in-charge of Computerization of the District Court. He shall be directed to submit monthly statement of the status of computerization. All the correspondence with the High Court shall be made through Registrar Civil Court by E-mail.
9. The Registrar Civil Court shall be assigned limited Judicial work of criminal nature. He shall be assigned the jurisdiction over summary trial cases of local City Kotwali Police Stations and Traffic Police Stations of the District concerned. In absence of Registrar due to Protocol arrangements or otherwise, these summary cases will be presented before the Chief Judicial Magistrate.

The Registrars are appointed to assist you in effective administration of your establishment. Your initiative, guidance and supervision is solicited for optimum utilization of their services.


(Sharad Shrivastav)
Registrar General