

**HIGH COURT OF JAMMU & KASHMIR AND LADAKH AT JAMMU
(Chief Justice's Secretariat)**

Subject: Assigning the duties and responsibilities to the Chief Administrative Officers as per Justice Shetty Pay Commission recommendations


NOTIFICATION

No: 2853 of 2023/PSy

Dated: 27-12-2023

It is hereby notified for the information of all concerned that all the Chief Administrative Officers of the District Judiciary of Jammu & Kashmir and Ladakh are vested with the following duties and responsibilities:


1. To supervise the work of all the sections of the office of concerned District and Sessions Judge.
2. To assist the District and Sessions Judge, in decision making and formulation of plans and programmes.
3. To present all cases, matters before the District and Sessions Judge in a precise manner with possible solutions and suggestions and to take effective steps for building up and maintaining all essential record.
4. To effectively supervise the work and conduct of lower staff, in the Court of concerned District and Sessions Judge and the Courts subordinate to it.
5. To issue orders in accordance with the decisions taken by the District and Sessions Judge, under proper authentication.
6. To go through and initial with date dak received by him and mark the papers to the concerned dealing hand and also to give directions for their disposal wherever possible at the dak stage to enable speedy disposal.
7. To submit important communications to the District and Sessions Judge at the dak stage for the perusal and directions in case the same have not been seen by the officer.
8. To keep a vigil/watch over timely submissions/ receipts of returns/ statements and to send the same to the quarters concerned duly checked and scrutinized and to advise from


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time to time measures necessary for expeditious disposal of business/ work in the office.

9. To ensure the maintenance of all the registers pertaining to all seats and to ensure their updation.
10. To prepare papers and to compile dates for meeting and to ensure timely submission.
11. To ensure punctuality in attendance in the office and to advise the staff in the matters of conduct and discipline.
12. To maintain the record of ACRs in respect of all the employees working in their District and to maintain a register of complaints against or inquiries into conduct of employees.
13. To maintain library registers and confidential dispatch register.
14. To do all other official duties not specified above regarding which the District and Sessions Judge has issued specific directions.


By order of Hon'ble the Chief Justice.


(M. K. Sharma)
Pr. Secretary to
Hon'ble the Chief Justice

No : 1382-88/Psy-589 Dated: 27-12-2023

Copy to:

1. Registrar General High Court of Jammu & Kashmir and Ladakh for inf.
2. Secretary to Hon'ble Mr./Ms Justice _____
for information of their lordships/ladyships
3. Registrar Vigilance, High Court of Jammu & Kashmir and Ladakh for inf.
4. Registrar Rules, High Court of Jammu & Kashmir and Ladakh for inf.
5. Registrar Computer (IT), High Court of J&K and Ladakh, Jammu for uploading the same on the official website of the High Court
6. Pr. District and Sessions Judge _____ for inf. and n/a.
7. In-Charge, Library, High Court Wing, Jammu/Srinagar for record.


Pr. Secretary to
Hon'ble the Chief Justice