

**HIGH COURT
APPELLATE SIDE
CALCUTTA**

NOTIFICATION

No. 03 - G.

Dated, Calcutta, the 3rd January, 2013.

In exercise of the power conferred by Article 229 of the Constitution of India, the Chief Justice of the High Court at Calcutta, with the approval of the Governor of the State of West Bengal, doth hereby make rules for appointment of Court Managers and conditions of their service as follows:

1. These Rules will be called **The Calcutta High Court Service (Conditions of Service and Recruitment of Court Manager) Rules, 2012.**

1.1. These Rules will come into force with immediate effect.

2. Definition:

- (a) 'Governor' means the Governor of State of West Bengal and includes the Lieutenant Governor of Andaman & Nicobar Islands;
- (b) 'Chief Justice' means the Chief Justice of High Court at Calcutta;
- (c) 'Registrar General' means the Registrar General of the High Court at Calcutta at its Principal Seat at Kolkata;
- (d) 'District Judge' means the Principal Civil & Sessions Judge at the Head Quarters of District Judgeship;
- (e) 'Court Manager' means the persons appointed under this Rule;
- (f) 'Month' means English Calendar month;

3. There shall be Court Managers not more than 24 in numbers, as may be appointed in the manner prescribed hereunder.

4. The Service Rules for the employees of the High Court at Calcutta will apply *mutatis mutandis* to the Court managers, not in derogation of the Rules mentioned hereunder.

5. Age Limit:

No person who has not attained 26 years and crossed 40 years of his/her age shall be considered, nor be appointed as Court Manager, on the date of notification for selection process. However, in case of Scheduled Caste/Scheduled Tribe candidate, the upper age limit is relaxable by 5 years.

6. Qualification and Experience:

Candidate for appointment to the post of Court Manager: -

- (i) must be citizen of India;
- (ii) must not have been convicted of an offence involving moral turpitude;
- (iii) must be possessing sound health;
- (iv) must have the basic degree of B.Tech / BE (Computer Science / IT) with Post Graduate Degree (MBA) or Advanced Diploma in general management;
- (v) must have 5 years' experience in systems and process management or IT systems management; and
- (vi) must have excellent communication skill;
- (vii) must have excellent computer skill.

7. Procedure of Selection:

Selection shall be made by a Committee consisting of three members to be constituted by the Chief Justice. It shall be done by advertisement in at least three widely circulated dailies out of which one will be in English and website of the High Court at Calcutta, and holding appropriate written examination followed by viva voce. The Chief Justice and/or any other Officer as may be delegated by the Chief Justice in accordance with the recommendation of the Selection Committee shall appoint Court Manager.

8. Terms & Conditions of appointment:

- (a) (i) The appointment may be on contract on year to year renewal basis up to 31.03.2015, for the present, which may be extended with the approval of the State Government;
- (ii) However, service of the Court Manager is terminable either by the Appointing Authority without assigning any reason with prior one month's notice, or on payment of one month's salary in lieu of notice;
- (iii) The Court Manager may also resign from service by giving one month's notice or he/she being paid one month's salary in lieu of notice;
- (b) The consolidated remuneration of the Court Managers will be @ Rs. 45,000/- per month with provision for 3 percent enhancement on each year, subject to satisfactory performance to be furnished, in case of Court Manager deputed at the High Court at Calcutta, by the Registrar General and in other cases, by the District & Sessions Judge of the District concerned;
- (c) Salaries of the Court Managers shall be paid by the High Court at Calcutta out of the fund earmarked by the Thirteenth Finance Commission;
- (d) The appointment will be on full-time basis and during the tenure of appointment, the Court Manager shall not be entitled to take up any other employment, either part-time or otherwise.
- (e) The appointment shall not confer any right on the appointee for being made permanent in the said post or any other post in the High Court at Calcutta or any subordinate Court in West Bengal.
- (f) The place of work for all the Court Managers will be at the High Court at Calcutta or any Court under superintending control of and subordinate to the High Court at Calcutta, as may be directed by the Chief Justice. The Court Managers, in case of administrative exigency, are liable to be transferred from one Court to another;

9. Functions and Responsibilities of Court Managers:

Policies and Standards

- (a) Based on applicable directives of superior courts, establish performance standards applicable to the court (including timeliness, efficiency, quality of court performance, infrastructure, human resources, access to justice as well as for systems for court management and case management);
- (b) Carry out an evaluation of the desired performance of the court with such standards; identify deficiencies and deviations; suggest steps to achieve required performance; maintain such evaluation on a current basis through annual updates.

Planning

- (a) In consultation with the stakeholders of a court (including the Bar, ministerial staff, Executive Agencies supporting judicial functions, such as prosecutors/police/process serving agencies

- and court users), prepare and update annually a Five-year courtwise Court Development Plan (CDP);
- (b) Monitor the implementation of the CDP and report to superior authorities, viz., the Registrar General in the High Court at Calcutta and the District & Sessions Judge in the Court subordinate to the High Court at Calcutta, on progress.

Information and Statistics

- (a) Ensure that statistics on all aspects of the functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the Court at Calcutta;
- (b) Ensure that reports on statistics are duly completed and provided as required.

Court Management

Ensure that the processes and procedures of the court (including filing, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully compliant with the policies and standards established by the High Court at Calcutta for court management and that they safeguard quality, ensure efficiency and timeliness and minimize costs to litigants and to the State and enhance access to justice.

(Note: Standard systems for court management should be developed at the High Court level).

Case Management

Ensure that case management systems are fully compliant with the policies adopted and standards laid down by the High Court at Calcutta for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs of litigants and to the State.

(Note: Standard systems for case management should be developed at the High Court level).

Responsiveness Management: Access to Justice, Legal Aid and User Friendliness

Ensure that the Court meets standards established by the High Court at Calcutta on access to Justice, legal aid and user friendliness.

Quality Management

Ensure that the Court meets quality of adjudication of the standards established by the High Court at Calcutta.

Human Resource Management

Ensure that Human Resource Management of ministerial staff in the Court complies with the Human Resource Management standards laid down by the High Court at Calcutta.

Core System Management

Ensure that the core systems of the Court are established and function effectively (documentation management; utilities management; infrastructure and facilities management; financial systems management, viz. audits, accounts and payments).

IT Systems Management

- (a) Ensure that the IT systems of the Court comply with standards established by the High Court at Calcutta and are fully functional.
 - (b) Feed the proposed National Data Grid to be set up to monitor the disposal of cases in all the courts, as and when it is set up.
10. The Court Managers while performing the aforesaid functions and discharging their responsibilities shall be primarily answerable to the Registrar General of the High Court at Calcutta and shall assist, cooperate and carry out all lawful directions which might be given by the Registrar General in the high Court at Calcutta and the District & Sessions Judges in the Districts. It is made clear that their primary function is to assist and cooperate with the Judges at all levels, as and when asked for. The Court Mangers shall be deemed to be Public Servants within the meaning of Section 21 of the Indian penal Code.
11. The High Court at Calcutta reserves the right to vary by way of either addition or relaxation of the rules, in consultation with the Governor, to meet any situation in future.

By Order,

(RANJIT KUMAR BAG)
Registrar General
High Court, Calcutta.