

HIGH COURT OF DELHI

Draft duties/functions

REGISTRAR

Registrar is the next senior most Officer in the Registry after the Registrar General. He/She heads different branches as per allocation of work. He/She is responsible for looking after the overall functioning of the branches under him/her. He reports to the Registrar General and to the Hon'ble Chief Justice/Hon'ble Judges in respect of matters pertaining to branches under him/her. He/She also exercises judicial powers as provided in Delhi High Court Rules and Orders Vol. V and Delhi High Court (Original Side) Rules.

Broadly, his duties/functions are as under:-

1. Overall supervision of all the branches allocated and the officers/officials working therein and to be responsible for the due performance of duties and responsibilities by the branches under him/her and discipline in the said Branches.
2. To ensure punctuality and regularity among all the officers and officials of the concerned branches including conducting surprise inspections.
3. To check or cause to be checked the attendance of the officers/officials working under him/her from biometric attendance system at the end of every month and submit report(s) to the Registrar General and also take necessary follow up action as per rules.

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4. Approval of RTI replies relating to his/her branches for transmission to the Public Information Officer.
 5. To act as reporting officer for recording of ACRs of Joint Registrar and act as counter signing authority in respect of other officers and staff working under him/her.
 6. To exercise financial powers for incurring contingent expenditure to the extent as may be delegated by Hon'ble the Chief Justice, from time to time.
 7. To hold or cause to be held pre-disciplinary/fact findings inquiries in matters relating to negligence or failure to perform assigned duties, misconduct, non-compliance with orders, acts of indiscipline, etc. on the part of the non-gazetted staff working under him/her and take/recommend further necessary action in the matter.
 8. To dispose of all matters relating to his/her branches at his/her level, except those that require approval/orders by higher authorities.
 9. To carry out directions as may be received in specific cases from the Hon'ble Courts, from time to time.
 10. To attend meetings of Committees of Hon'ble Judges concerning his/her branches, sign meeting notes and approve agenda of the meetings, subject to orders of higher authorities.
 11. To exercise judicial power as enumerated in the High Court Rules and Orders Vol. V and Delhi High Court (Original Side) Rules 1967.
 12. To act as Reporting Officer for recording the ACRs of Joint Registrars and as counter-signing authority only in respect of AOJ(J) and other staff working under him/her.
 13. To exercise power of grant of all kinds of leave to the staff working under him/her, keeping in view the exigencies of official work and efficiency/smooth functioning of the branch.

14. To perform other routine functions of the Registry.

15. To discharge any other work/function, as may be assigned by the Hon'ble the Chief Justice/Committees of Hon'ble Judges/Registrar General, from time to time.