

MANUAL -1

Particulars of Organization, functions and duties. [Section 4 (1) (b) (i) of Right to Information Act, 2005].

The Kohima Bench of the Gauhati High Court was inaugurated as a Circuit Bench on 1-12-1972. Thereafter, in exercise of the power conferred by sub-section (2) of section 31 of the North Eastern Areas (Reorganisation Act, 1971 (81 of 1971), the President of India, after consultation with the Chief Justice of the Gauhati High Court and the Governor of Nagaland was pleased to declare a Permanent Bench with the strength of two permanent station Judges at Kohima by Notification No.GSR.73(E) dated 7-2-1990, the Kohima Bench of the Gauhati High Court was declared a Permanent Bench. The Permanent Bench known as the Kohima Bench was inaugurated on the 10th February,1990 by Hon'ble Mr. Justice Subyasachi Mukherji, the then Chief Justice of India.

The High Court as the custodian and watchdog of the fundamental rights and freedoms of the people and their constitutional rights has an awesome responsibility.

The Judiciary interprets the Constitution as its final arbiter. It is its duty as mandated by the Constitution, to be its watchdog, by calling for scrutiny any act of the legislature or the executive, who otherwise, are free to enact or implement these, from overstepping bounds set for them by the Constitution. It acts like a guardian in protecting the fundamental rights of the people, as enshrined in the Constitution, from infringement by any organ of the state. It also balances the conflicting exercise of power between the centre and a state or among states, as assigned to them by the Constitution.

While pronouncing decisions under its constitutional mandate, it is expected to remain unaffected by pulls and pressures exerted by other branches of the state, citizens or interest groups. And crucially, independence of the judiciary has been held to be a basic feature of the Constitution, and which being inalienable, has come to mean - that which cannot be taken away from it by any act or amendment by the legislature or the executive.

MANUAL -II

Powers and duties of Officers and employees [Section 4 (1) (b) (i) of Right to Information Act, 2005].

The Kohima Bench of the Gauhati High Court is headed by Registrar who is assisted by the Officers and Staff of the High Court in governance and dealing with the day to day functioning of the Court and other official administrative and judicial business of the Court. The Registrar may also authorize her immediate subordinate to act on her behalf of all the official business during her absence.

Sl. No.	Name of Post/ Designation	Powers and Duties
1	MRS. Y. LONGKUMER Registrar	HOD-Controlling authority overall the Registry and the District/Sub-ordinate Judiciary; infrastructure development of the Registry and District/ Subordinate Judiciary; Budget & Accounts of the Registry; Appellate Authority for RTI queries.
2	K. ADANI LOLI Joint Registrar	Head of Office- DDO, Budget & Accounts, In charge of all administrative matters, custodian of ACRs of Registry's employees.
3	RAJENLUNG Deputy Registrar (Admn.&Prot.)	Management of all sections concerned with general administration and accounts including Library Section, budgeting and Protocol. In charge of Registry's vehicles (including their repair and maintenance), Chauffeurs their duties, leave, etc. PIO for RTI queries.
4	E.L. WATTY LONGCHAR Deputy Registrar (Judicial)	Management of all sections concerned with judicial works including civil and criminal matters, certified and un-certified copies etc., Daily Cause List; Juvenile Justice Boards, Mediation and other ADRs mechanism, e-courts coordinator. Any other matter allotted by the Registrar or the Joint Registrar.
5	K. TEMSUTOSHI Assistant Registrar(Admn.& Prot.)	Same as Deputy Registrar (Admn.&Protocol) Any other matter allotted by the Registrar or the Joint Registrar.
6	K. KAINI Librarian-cum-Research Officer	Section Officer and in-charge of Hon'ble Judges'/Court Library.
7	IMSUYANGER AO Assistant Registrar (J)	Same as Deputy Registrar (Judicial). Any other matter allotted by the Registrar or the Joint Registrar
8	KUOLIEBEIZO MEPFUO Administrative Officer (J)	Section Officer in Filing and Correspondence Section, Commissioner of affidavits, statements of institution, disposal and pendency of cases of the Registry and district courts and all other correspondences.
9	N. MHAO KIKON Administrative Officer (J)	Section Officer in Establishment Section. All matters related to the establishment & administration including protocol, accounts and budgeting, infrastructure and e-courts project of the Registry and the district courts.
10	TAMMILA ZIMIK, Administrative Officer (Judicial)	Section Officer in Bench Section, deals with civil and criminal cases of both division bench and the single bench; Preparation of Paper Book/certified/uncertified copies etc., Daily cause list.
11	CANAANY JAJO, Court Officer	Hon'ble Judges reception & sending off, supervision in maintenance of Judges' Bungalows and Guest House, In-charge of all Grade-IV staff.
12	FRANCIS D SOTE	Computer maintenance, Case Information System, Website maintenance, etc.

13	AMENTO ASUMI Programmer	Overall in-charge of Computer Cell regarding software development, website development and maintenance, AML for computer H/W and peripherals. IT Nodal Officer for Gauhati High Court Kohima Bench. High Court VC coordinator.
14	IMTIAKUM, Private Secretary	Attached with Hon'ble Judge and court duties.
15	KIYAZHATUO CHASE, Private Secretary	Attached with Hon'ble Judge and court duties.
16	GHAITHU-ILIU GONMEI	Attached with Hon'ble Judge and court duties
17	KEVIYABEI RUPPREO Grade-II Stenographer	Attached with Hon'ble Judge and court duties.
18	MAUREEN MURRY, Judicial Assistant	Deals with all files of employees' Personal Service Books, post creations and appointments, etc.
19	ARNON EZUNG, Judicial Assistant	Confidential Assistant to the Registrar. Deals with files of separation of Judiciary and allied matters, all matters relating to Officers of NJS, subordinate judiciary staff.
20	LOLENMAKLA JAMIR, Judicial Assistant	All sanction files of repair and maintenance of High Court vehicles, electricity bills, Hon'ble Judges & VIPs tour programmes, etc.
21	RENPUIA HUMTSOE, Accountant	All matters related to bills and accounts & budgeting.
22	JEET BAHADUR SUNAR, Judicial Assistant	In-charge of stationery store/computers, furniture and related sanction files including expenditure on Hon'ble Judges' Bungalows/Guest House, etc.
23	AYIMPONGLA AIER, Record Keeper	Maintenance of all disposed of cases.
24	PFUCHUPE KOZA, Judicial Assistant	Juvenile Justice Boards, Prevention of Corruption Act, Special Courts, etc.
25	AJEN JOSHUA LONGKUMER, Cashier	Cash handlings/transactions.
26	TSHIISIETHSII POJI, Judicial Assistant	Assistant in Bench Section.
27	ATULA JATILA, Judicial Assistant	Assistant in Bench Section
28	KHEKISHE SUMI, Judicial Assistant	Bill Assistant of Accounts Section.

29	TEMSUMENLA JAMIR, Judicial Assistant	Weekly, monthly and quarterly statements of institution, disposal and pendency of cases under the Registry, etc.
30	MLATO LABO, Judicial Assistant	Court Master/Bench Assistant. Preparations of daily cause list, etc.
31	IMNUKSUNGBA IMSONG, Judicial Assistant	Court Master/Bench Assistant. Preparation of daily cause list, etc.
32	SOLOMON KHING, Judicial Assistant	Filing Assistant.
33	ALBERT KIKON, Judicial Assistant	Assistant in Registrar's Secretariat.
34	MELIEWEU LOSOU, Judicial Assistant	Staff trainings, sanction files of water supply, hospitality etc.
35	ESTHER B. IMCHEN, Judicial Assistant	Monthly and quarterly statements of institution, disposal and pendency of cases of district courts, etc.
36	THUNGDEMO PILAMO EZUNG, Judicial Assistant	Court Master/Bench Assistant. Preparations of daily cause list, etc.
37	MOTUHRII PFOTTE Judicial Assistant	Court Master/Bench Assistant. Preparations of daily cause list, etc.
38	NEKSHIWATI Judicial Assistant	All sanction files of Telephones/Mobile phones, Infrastructure of the Registry and the District courts, etc.
39	ALONO KROSE, Assistant Librarian	Data entry and binding of books, correspondence matters with district courts and law book publishers.
40	K. VUNGTHUNGO EZUNG, Assistant Librarian	Files related to the purchase of law books, journals, newspapers & magazines and their sanctions.
41	SANGWAMENLA, Library Assistant	Entry on records of all procured law books/journals and distribution of newspapers and magazines.
42	B.K. BARMAN, Record Assistant	Arrangement works of all disposed case records.
43	P. NITOHO SEMA, Record Assistant	Arrangement works of all disposed case records.
44	HUTOLI SEMA, Spl. Grade Computer Assistant	All type writing works
45	IMRONGTULA, Spl. Grade Computer Assistant	-do-

46	SENTIYANGLA, Spl. Grade Computer Assistant	-do-
47	TEMJENMENLA, Spl. Grade Computer Assistant	-do-
48	Z. KHESHELI ZHIMO, Computer Assistant	-do-
49	KHEKUTO SEMA, Sr. Chauffeur	Duties on rotation basis
50	PAOSHIM, Sr. Chauffeur	-do-
51	SABU KOZA, Sr. Chauffeur	-do-
52	SANAMANI SINGH, Sr. Chauffeur	-do-
53	KATOYI SEMA, Sr. Chauffeur	-do-
54	VISATO SEMA, Usher	Attendant to Hon'ble Judges' duties.
55	K. LAHAN, Usher	Attendant to Hon'ble Judges' duties.
56	KAKUTO SEMA, Usher	Attendant to Hon'ble Judges' duties.
57	KHETOSHE SEMA, Court Keeper	Govt. Bank agent
58	HOKASHE SEMA, Court Keeper	Govt. Bank agent
59	MUGHATO SEMA, Court Attendant	Dak runner
60	S.R. NGASHANPAM, Court Attendant	Attached to Hon'ble Judges' Bungalow
61	NGAMREIPHY A. SHISHAK, Court Attendant	Attached to office and duties on rotation basis
62	KHEZULI, Court Attendant	Attached to office and duties on rotation basis
63	HUTOVI SEMA, Court Attendant	Attached to office and duties on rotation basis

64	BOVITO P. KIHO, Court Attendant	Attached to office and duties on rotation basis
65	P. MOUN SHIU, Court Attendant	Attached to Hon'ble Judges' Guest House
66	CHIEVISA, Court Attendant	Attached to office and duties on rotation basis
67	BISHNU MAYA GURUNG, Court Attendant	Attached to office and duties on rotation basis
68	KHETOLI SEMA, Court Attendant	Attached to office and duties on rotation basis
69	DHAN BAHADUR SONAR, Court Attendant	Attached to Judges' Bungalow
70	VINILI SWU, Court Attendant	Attached to office and duties on rotation basis
71	ZUBENI, Court Attendant	Attached to Hon'ble Judges' Bungalow
72	YETOLI SEMA, Sanitation Attendant	Attached to Hon'ble Judges' Guest House
73	VIZHELI SEMA, Sanitation Attendant	Attached to office
74	NEINGUZONUO, Sanitation Attendant	Attached to office
75	MARILIN, Sanitation Attendant	Attached to office
76	GHOKUTO SEMA, Lawn Attendant	Attached to office
77	AKHABA, Lawn Attendant	Attached to Hon'ble Judges' Bungalow
78	HOVIKHE SEMA, Chowkidar	Attached to Hon'ble Judges' Guest house
79	KHROTSO-O KOZA Chowkidar	Attached to Office

Address of the Office :

Gauhati High Court

Kohima Bench
Old Ministers' Hill
Kohima – 797001.

Office Timing :

Summer : 10:00 AM – 4:30 P.M.

Winter : 10:00 AM – 4:30 P.M.

MANUAL -III

Procedure followed in decision making process including channels of supervision and accountability [Section 4 (1) (b) (iii) of Right to Information Act, 2005].

- 1) The Kohima Bench of the Gauhati High Court follows the Gauhati High Court Rules for decision making.
- 2) Decisions are taken by the Registrar on administrative matters as per Rules, guidelines and other Order(s)/ Notification(s) issued from the Principal Seat and the State Government.
- 3) Final decisions are however, taken in the level of the Hon'ble Chief Justice, Administrative Committees and different Committees constituted by Hon'ble the Chief Justice and Hon'ble Portfolio Judge, depending on the nature of the matter.

MANUAL -IV

Norms set for discharge of functions. [Section 4 (1) (b) (iv) of Right to Information Act, 2005].

The High Court follows the norms and procedure laid down in the Constitution of India and Gauhati High Court Rules and Notifications and Orders of the Hon'ble Chief Justice, Nagaland Judicial Service Rules (for the Judicial Officers) and general rules viz; FR SR.

MANUAL -V

Rules, regulations, instruction, manuals and records under its control/used by employees for discharging functions. [Section 4 (1) (b) (v) of Right to Information Act, 2005].

- 1) Gauhati High Court Rules (as amended from time to time)
- 2) Gauhati High Court Services (Appointment, Conditions of Services and Conduct (Amendment) Rules, 2011
- 3) Special provisions relating to procedure in Election Petitions under the Representation of the Peoples Act, 1951
- 4) Rules relating to cases under the Chartered Accountants Act, 1949
- 5) Rules under the Banking Companies Act, 1949 as amended by the Banking Companies Act, 1953
- 6) Rules under the Bankers' Book Evidence, 1891
- 7) Rules under the Copyright Act, 1957
- 8) The Assam High Court Order, 1948

- 9) The Assam High Court (Jurisdiction over District Council Courts) Order, 1954
- 10) The Assam High Court (Jurisdiction over Regional Council Courts) Order, 1959
- 11) Rules in respect of Petition Writers under Section 555-A of the Cr.P.C.
- 12) Rules made by the Gauhati High Court under Section 34 (1) of the Advocates' Act, 1961
- 13) Qualification for Appointment as a Special Judicial Magistrate Rules
- 14) Contempt of Courts (Gauhati High Court) Rules, 1977
- 15) Indigent Person Pleader (Appointment and Fees) Rules, 1981
- 16) The Defence Pleader (Appointment and Fees) Rules, 1976
- 17) Rules to regulate the procedure under the Trade Marks Act, 1940
- 18) Rules under the Testamentary and Intestate Jurisdiction
- 19) The Family Courts (Gauhati High Court) Rules, 1989
- 20) Gauhati High Court (Establishment of Permanent Bench at Kohima) Order, 1990
- 21) Hindu Marriage Act Rules, 1988
- 22) Special Marriage Act Rules, 1988
- 23) Gauhati High Court (Establishment of Permanent Bench at Imphal) Order, 1992
- 24) Gauhati High Court (Establishment of Permanent Bench at Agartala) Order, 1992
- 25) Gauhati High Court (Establishment of Permanent Bench at Aizawl) Order, 1990
- 26) Gauhati High Court (Establishment of Permanent Bench at Itanagar) Order, 2000
- 27) Rules regarding Caveat
- 28) Gauhati High Court Legal Aid Rules, 1984
- 29) Gauhati High Court Superintendence of Tribunals Rules, 1992
- 30) Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
- 31) Fundamental Rules and Subsidiary Rules
- 32) Treasury Rules and Subsidiary Credits
- 33) Assam Financial Rules
- 34) Assam Pension Manuals
- 35) General Provident Fund (Assam Services) Rules, 1937
- 36) Budget Manual for Govt. of Assam
- 37) Central Civil Services L.T.C. Rules, 1988
- 38) Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Scheme, 1996
- 39) Alternative Dispute Resolution (Gauhati High Court) Rules, 2007
- 40) Civil Procedure Mediation (Gauhati High Court) Rules, 2007
- 41) Trial Court and First Appellate Subordinate Courts (Under the Gauhati High Court) Case Management Rules, 2007
- 42) Gauhati High Court Case Management Rules, 2007
- 43) Gauhati High Court Public Interest Litigation Rules, 2011.

MANUAL -VI

Statement of categories of document held by the Authority of which are under its control. [Section 4 (1) (b) (vi) of Right to Information Act, 2005].

- 1) Gauhati High Court Rules (as amended from time to time)
- 2) Gauhati High Court (Appointment, Conditions of Services and Conduct (Amendment) Rules, 2011 (as amended from time to time)
- 3) All the case records of different cases disposed and pending (as per Rules)
- 4) Annual Confidential Report and Gradation List of the Judicial/Gazetted Officers as well as employees
- 5) Pension, GPF, Leave of its employees
- 6) Compassionate appointment
- 7) The Gauhati High Court (Right to Information) Rules, 2008
- 8) Gauhati High Court(Public Interest Litigation) Rules, 2011
- 9) Appointment of Arbitrators by the Chief Justice of the Gauhati High Court Schemes, 1996.
- 10) Alternative Dispute Resolution (Gauhati High Court Rules, 2007

- 11) Civil Procedure Mediation (Gauhati High Court) Rules, 2007
- 12) Trial Court and First Appellate Subordinate Courts (Under the Gauhati High Court) Case Management Rules, 2007
- 13) Gauhati High Court Case Management Rules, 2007
- 14) Gauhati High Court Public Interest Litigation Rules, 2011.
- 15) Rules regarding Caveat etc. etc.

MANUAL -VII

Particulars of arrangement for consultation with, or representation by the members of the public in relation to the formulation of policy or implementation thereof. [Section 4 (1) (b) (vii) of Right to Information Act, 2005].

There is no arrangement for consultation with the members of the public in relation to the formulation of any policy or administration thereof.

MANUAL -VIII

Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or etc. [Section 4 (1) (b) (viii) of Right to Information Act, 2005].

There is no Board, Councils or other bodies for the purpose of its advice pertaining to this Hon'ble High Court.

Hon'ble the Chief Justice constitutes Committees, however, the minutes of such Committees meetings are not ordinarily accessible for public.

MANUAL -IX

Directory of officers and employees

PHONE NOS. OF OFFICERS OF THE GAUHATI HIGH COURT KOHIMA BENCH

SL. No.	Name	Designation	Phone No.
1	Mrs. Y. Longkumer	Registrar	2229374 2244963(O/Fax) 9862028039
2	K. Adani Loli	Joint Registrar	2221505 (O) 9402831999
3	Rajenlung	Dy. Registrar (Admn. & Protocol)	2229373 (O) 9436017720
4	E.L Watty Longchar	Deputy Registrar (Judicial)	2229372 (O) 9436010054
5	Temsutoshi	Assistant Registrar (Admn.)	2229375 (O) 9436604979
6	Imsuyanger Ao	Assistant Registrar (J) [Bench]	2223132 (O) 9856164527
7	K. Kaini	Librarian-cum- Research Officer	2243078 (O)

			9436266805
8	Kuoliebeizo Mepfuo	Administrative Officer (J) [Filing] & Correspondence)	2229371 (O) 9436604285
9	N. Mhao Kikon	Administrative Officer (J) [Estt.]	2221885 (O) 9436070950
10	Tammila Zimik	Administrative Officer (J) [Bench]	9774022539
11	Imtiaküm	P.S to Hon'ble Judge	9436071129
12	K. Chase	P.S to Hon'ble Judge	9436210681
13	Canaany Jajo	Court Officer	2242325 (O) 7085982214
14	Shri Francis D. Sote	System officer	2243438 (O) 9774415996
15	Shri Amento Assumi	Programmer	9612904628

MANUAL -XI

Budget allocated to each of its agency including all plans, proposed expenditures and reports on disbursement made.

ALLOTMENT OF FUND FOR THE FINANCIAL YEAR, 2017-18 (NON-PLAN)
UNDER DEMAND NO.4, ADMN. OF JUSTICE, 102-HIGH COURT (CHARGED)

Sl. No.	Head of account 2014- Admn. Of Justice, 102- Sub Head	B.E.	R.E.	Actual Expenditure
1	Salaries	446.13	495.12	48697367
2	Wages	17.86	17.86	1785412
3	T.E.	20.00	23.00	2299835
4	Rent, Rates & Taxes	10.00	20.00	1999939
5	O.E.	35.00	75.00	7499795
6	M.V.	20.00	30.00	2999950

6	Material supplied	4.50	15.00	1499526
7	Advt. & Publicity	2.00	5.00	499962
8	Others	80.00	8.00	2.50
	Total	56349	683.48	67531589

MANUAL -XII**Manner of execution of subsidy programme [Section 4 (1) (b) (xii) of Right to Information Act, 2005].**

There is no subsidy program.

MANUAL -XIII**Particulars of recipients of concessions permits or authorization granted by the public authority [Section 4 (1) (b) xiii) of Right to Information Act, 2005].**

Nil

MANUAL -XIV**Information available in electronic form [Section 4(1) (b) (xiv) of Right to Information Act, 2005].**

- 1) Website - www.kohimahighcourt.gov.in

MANUAL -XV**Particulars of facilities available to citizens for obtaining information [Section 4 (1) (b) (xv) of Right to Information Act, 2005].**

There is no Library or reading room in High Court for public use. However, the Public Information Officer is available during office hours, on working days.

MANUAL -XVI**Names, designations and other particulars of Public Information Officers [Section 4 (b) (xvi) of Right to Information Act, 2005].****APPELLATE AUTHORITY**

- 1) Mrs. Y. Longkumer, NJS
Registrar, Gauhati High Court Kohima Bench.

PUBLIC INFORMATION OFFICER

- 1) Shri Rajenlung,
Deputy Registrar (Admn.&Protocol), Gauhati High Court Kohima Bench.

ASSISTANT PUBLIC INFORMATION OFFICER

- 1) Shri K. Temsutoshi, Assistant Registrar (Admn.&Protocol)
Gauhati High Court Kohima Bench.

MANUAL -XVII

Any other information [Sec. 4 (1) (b) (xvii) of Right to Information Act, 2005].

Citizens can seek for information in writing.