

# **HIGH COURT OF CHHATTISGARH, BILASPUR**

## **NOTIFICATION**

No. 241 (Mis.) /  
II-15-19/2025

Bilaspur, date 04 July, 2025

In exercise of the powers conferred by clause (2) of the Article 229 of the Constitution of India, Hon'ble the Chief Justice of the High Court of Chhattisgarh, Bilaspur, makes the following amendment in Chhattisgarh High Court Services (Appointment, Conditions of Service and Conduct) Rules, 2017:-

### **AMENDMENT**

1. In Rule 22 (2) (a), after the words, '**case of**', the words '**Chief Court Manager, Senior Court Managers and**' shall be inserted.
2. In Rule 23 (4), after the words, '**post of**' the words, '**Chief Court Manager, Senior Court Managers and**' shall be inserted.
3. In Rule 23 (5), after the words, 'transfer a' the words, '**Chief Court Manager, Senior Court Managers and**' shall be inserted.
4. In Rule 23 (6), after the word, 'The' and before the words, 'Court Managers' the words, '**Chief Court Manager, Senior Court Managers and**' shall be inserted.
5. The Rule A to K of THIRD SCHEDULE COURT MANAGER POSTS shall be substituted as under :-

### **"Duties and Responsibilities of Court Manager Cadre :-**

- (I) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the Registrar General and other Registrars and Officers of the High Court and the District Courts in the respective Civil Districts, as the case may be, in administrative functioning of the Courts to enhance the efficiency of the Court Management.
- (II) While performing such function, the Chief Court Manager, Senior Court Managers and Court Managers shall work under the control of the Registrar General in case of appointment in the High Court or of a District and Sessions Judge in case of appointment in a District Court, as the case may be.
- (III) The incumbent appointed as the Chief Court Manager, Senior Court Managers and Court Managers shall maintain professional secrecy and shall not divulge any Information which may come to his knowledge to anyone under any circumstances. Breach of this condition shall make him liable to be removed, forthwith.
- (IV) The Chief Court Manager, Senior Court Managers and Court Managers, apart from any other work that may be assigned to him/her by the Registrar General or District & Sessions Judge, may be entrusted with the following responsibilities :-

### **A. Information & Statistics**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that the IT systems of the Court are fully functional.
- (ii) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure compilation of statistics accurately and promptly as per format supplied by the Court.



- (iii) The Chief Court Manager, Senior Court Managers and Court Managers shall render necessary assistance in preparing monthly, quarterly and other statements relating to pendency, institution and disposal of cases.
- (iv) The Chief Court Manager, Senior Court Managers and Court Managers, in coordination with the system officer of the District, shall ensure uploading of the relevant statistics in the official website of the District Judiciary.

#### **B. Infrastructure related matter**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers may, 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 5 year Court wise Court Development Plan (CDP).
- (ii) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor the Implementation of the CDP and report to superior authorities on its progress.
- (iii) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor the matters relating to the infrastructure of courts and residential quarters with the Public Works Department and other authorities.
- (iv) The Chief Court Manager, Senior Court Managers and Court Managers shall apprise the District Level Monitoring Committee relating to infrastructure development of the District.

#### **C. Information Technology Management**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor and ensure that the activities and schemes of e-Project are fully implemented.
- (ii) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor and ensure that Case Information System (CIS) is functioning properly.
- (iii) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.
- (iv) The Chief Court Manager, Senior Court Managers and Court Managers shall furnish necessary feedback regarding institution, disposal of cases to the National Judicial Data Grid
- (v) The Chief Court Manager, Senior Court Managers and Court Managers shall take necessary steps for imparting computer training to the ministerial staff in coordination with the Chhattisgarh State Judicial Academy, Bilaspur.

#### **D. Record Management**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor and ensure that the disposed of records are sent to district record room without delay.
- (ii) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that the records are destroyed as per High Court Rules/Rules & Orders (Criminal)/ Rules & Orders (Civil).





- (iii) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor and ensure that the properties of Malkhana be disposed of as per rules.
- (iv) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure, after taking such assistance as may be required from the concerned, that the records of the Court are maintained and classified properly.

#### **E. Monitoring of Nazarat Section**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall undertake weekly inspection of the Nazarat Section to ensure that the processes of the courts are served properly and shall submit report to the concerned Judge-in Charge or the District Judge, as the case may be.

#### **F. Protocol Duty**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall supervise the protocol duties during visit of judges of the Supreme Court and the High Court and other dignitaries.
- (ii) The Chief Court Manager, Senior Court Managers and Court Managers may take necessary instruction from the concerned District Judge/CJM in this regard.
- (iii) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure accommodation for the judicial officers in the circuit house/ guest house on their joining in station.

#### **G. Human Resource Management**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that Human Resource Management of Ministerial staff in the Court complies with the Human Resource Management standards established by the High Court.

#### **H. (a) Other Duties**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that case management systems are fully complied of the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State.
- (ii) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that the processes and procedures of the Court, such as, filing, issuing certified copies, access to information and documents and grievance redressal are in consonance with the policies and standards established by the High Court for Court management.
- (iii) The Chief Court Manager, Senior Court Managers and Court Managers, in co-ordination with the District Judge, shall ensure that the core systems of the Court, such as, documentation management, utilities management, Infrastructure and facilities management, financial systems management, etc. function effectively.
- (iv) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure cleanliness of the court campus and he or she, in consultation with



the District Judge/CJM, may take necessary steps for improving the surroundings of the court premises.

- (v) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor hosting of the National Flag in the court campus as per Flag Code.
- (vi) The Chief Court Manager, Senior Court Managers and Court Managers shall place all communications/letters from the Supreme Court or the High Court, with appropriate note, before the District Judge and he or she shall take necessary steps as per instruction of the District Judge.
- (vii) The Chief Court Manager, Senior Court Managers and Court Managers shall supervise power facility, telephone, internet connectivity in the courts and residential quarters of the judicial officers

**(b) The Duties of Chief Court Manager, Senior Court Managers and Court Managers of Chhattisgarh High Court shall be as follows:-**

- (i) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that case management systems are fully compliant of the policies and standards established by the High Court for case management and that they address the legitimate needs of each individual litigant in terms of quality, efficiency and timeliness, costs to litigants and to the State.
- (ii) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that the processes and procedures of the Court, such as, filling, issuing certified copies, access to information and documents and grievance redressal are in consonance with the policies and standards established by the High Court for Court management.
- (iii) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that the core systems of the Court, such as, documentation management, utilities management, computerization, infrastructure and facilities management, financial systems management function effectively.
- (iv) The Chief Court Manager, Senior Court Managers and Court Managers shall ensure that Human Resource Management of Ministerial staffs in the Court comply with the Human Resource Management standards established by the High Court.
- (v) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the Registrar General or Registrars in the arrangement of swearing-in of the Chief Justice and the Judges.
- (vi) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the Registrar General/Registrar in organising Independence Day and Republic Day functions.
- (vii) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the concerned Registrar in infrastructure development of the High Court.
- (viii) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the concerned Registrar in file tracking and management of all judicial records from the Filing Section to the consignment of the record in the Record Room.
- (ix) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the concerned Registrar for monitoring and maintaining cleanliness and discipline.





- (x) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the concerned Registrar or any other Registrar in preparation of the telephone directory of the High Court.
- (xi) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the concerned Registrar in monitoring the matters relating to infrastructure of the Courts, residential quarters, guest house, etc.
- (xii) The Chief Court Manager, Senior Court Managers and Court Managers shall assist the Registrar/Central Project Coordinator for implementation of the activities and schemes of e-Court Project.
- (xiii) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor and ensure that Case Information System (CIS) is functioning properly.
- (xiv) The Chief Court Manager, Senior Court Managers and Court Managers shall monitor uploading of the judgments and orders of the Courts in the website without any delay.
- (xv) The Chief Court Manager, Senior Court Managers and Court Managers shall furnish necessary feedback regarding institution/disposal of cases to the National Judicial Data Grid."

**6. After THIRD SCHEDULE and before the FOURTH SCHEDULE, the following shall be inserted.**

### **THIRD SCHEDULE - A**

#### **SYLLABUS FOR DIRECT RECRUITMENT TO THE POST OF COURT MANAGER**

Sl.No.	Type of Exam	Syllabus
(A)	<b>Preliminary Examination (No. of Question - 100, Time-2.00 Hours, Marks-100)</b>	<p>The Preliminary Examination shall be of the duration of two hours consisting of 100 objective type questions from the following:-</p> <ul style="list-style-type: none"> <li>(1) Management</li> <li>(2) English</li> <li>(3) Hindi</li> <li>(4) General Mathematics</li> <li>(5) Computer</li> <li>(6) Reasoning</li> <li>(7) General Knowledge.</li> <li>(8) General Knowledge relating to Chhattisgarh.</li> </ul>
(B)	<b>Main Examination (Written) (Time - 3.00 Hours, Marks - 100)</b>	<p>For Main Examination, the relatively more meritorious candidates from among those who appeared in the Preliminary Examination in the ratio of 1:15 having regard to the number of vacancies shall be called for Main Examination (Written) to be conducted which shall consist of:</p> <p><b>1. Indian Legal System and General Awareness</b>  (Salient Features of Indian Constitution, Fundamental Rights, Directive Principles of State Policy, Executive and Legislative of the Union and in the States, the Union Judiciary and the High Courts in the States; Judicial System in India, the role of lawyers, prosecution, community and police in judicial administration; Legal Aid System in India. Indian Economic System, Indian Political System, Current Affairs.)</p>



		<p><b>2. Principles of Management</b> (Concepts of General Management/Finance Management; Basic Managerial functions- Planning Process, Types of Plan, Organizing – Organization Structure, Types of Organization, Span of Control, Staffing, Directing-Motivation, leadership, Communication, Authority Relationship, Conflict Management, Controlling – Process and Techniques; Fundamental Areas of Management; Social and Ethical Issues in Management. Accounting – Accounting Process, Accounting Information System, Generally Accepted Accounting Principles (GAAP), Accounting Concepts and Policies, Accounting Standards in India. Financial Management – Importance and Organization, Functions of Financial Manager, Essentials of a good Financial Plan, Financial Plan for new project and for growth and expansion of an established organization, Management of Fixed Capital, Working Capital and Earnings.)</p> <p><b>3. Human Resource Management and Office Management</b> (Concepts of Human Resource Management, Functions of Human Resource Management, Human Resource Planning, Job Analysis, Role Description, Recruitment and Selection, Training and Development, Performance Appraisal and Potential Evaluation, Job Evaluation and Wage Determination, Employee Welfare, Dispute Resolution and Grievance Management, Employee Empowerment. Office Management – Concepts, Principles of Scientific Office Management, Qualities, Duties and Responsibilities of Office Manager, Basic Principles of Office Organization, Methods of Promoting Office Productivity. Principles of Materials Management, Materials Management Manual. Purchasing – Policies, Types, Organization and Methods. Stores Keeping – Importance, Functions, Organization, Methods and Inventory Control.)</p> <p><b>4. Management Information Systems and Computer Applications</b> (Management Information Systems-Definition and Basic concepts, Managerial decision making process, Problem Solving process. Applications of Information Technology. Features of Computer Based Information System (CBIS), Decision Support Systems (DSS), Data Based Management Systems (DBMS). System Analysis and Design. Artificial Intelligence. Data Presentation, Analysis and Interpretation. Report Writing and Analysis of Reports. Important features of MS Office Software – Word Processing with MS-Word, Spread Sheet working with Excel, Presentation with Power Point. Working with common Accounting and Statistical Packages.)</p>
(C)	Viva-Voce	<p>Relatively more meritorious candidates from among those who appeared in the Main Examination in the ratio of 1:3 having regard to the number of vacancies, shall be called for viva-voce to be conducted. <b>The Maximum marks for Viva voce would be 15.</b></p>

The above amendment shall come into the force with immediate effect.”

By order of Hon'ble the Chief Justice

**Sd/-**  
**(Maneesh Kumar Thakur)**  
Registrar General



**Copy forwarded to:-**

1. J.R.-cum-P.P.S. to Hon'ble the Chief Justice, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
2. Private Secretary to Hon'ble Shri Justice Sanjay K. Agrawal, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
3. Private Secretary to Hon'ble Shri Justice Sanjay Agrawal, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
4. Private Secretary to Hon'ble Shri Justice Parth Prateem Sahu, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
5. Private Secretary to Hon'ble Smt. Justice Rajani Dubey, High Court of Chhattisgarh, Bilaspur, for kind information of Her Ladyship.
6. Private Secretary to Hon'ble Shri Justice Narendra Kumar Vyas, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
7. Private Secretary to Hon'ble Shri Justice Naresh Kumar Chandravanshi, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
8. Private Secretary to Hon'ble Shri Justice Deepak Kumar Tiwari, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
9. Private Secretary to Hon'ble Shri Justice Sachin Singh Rajput, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
10. Private Secretary to Hon'ble Shri Justice Rakesh Mohan Pandey, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
11. Private Secretary to Hon'ble Shri Justice Radhakishan Agrawal, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
12. Private Secretary to Hon'ble Shri Justice Sanjay Kumar Jaiswal, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
13. Private Secretary to Hon'ble Shri Justice Ravindra Kumar Agrawal, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
14. Private Secretary to Hon'ble Shri Justice Arvind Kumar Verma, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
15. Private Secretary to Hon'ble Shri Justice Bibhu Datta Guru, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
16. Private Secretary to Hon'ble Shri Justice Amitendra Kishore Prasad, High Court of Chhattisgarh, Bilaspur, for kind information of His Lordship.
17. P.S. to the Registrar General, High Court of Chhattisgarh, Bilaspur,
18. Registrar (Vig./I.&E./Judl./S.&A Cell), High Court of Chhattisgarh, Bilaspur,
19. Director (C.S.J.A.), High Court of Chhattisgarh, Bilaspur,
20. Registrar (Computerization)-cum-C.P.C., High Court of Chhattisgarh, Bilaspur – with a request to get it be uploaded in the website of this High Court,
21. Additional Registrar (DE. & E./Judl./Admn.), High Court of Chhattisgarh, Bilaspur,
22. O.S.D., High Court of Chhattisgarh, Bilaspur,
23. All Registrar (M)/All Joint Registrars (M), High Court of Chhattisgarh, Bilaspur,
24. Budget Officer/Accounts Officer/D.R. (Estt.), High Court of Chhattisgarh, Bilaspur,
25. Deputy Director, Government Press, Amenities Block, Near Indravati Bhawan, Naya Raipur (C.G.) – with a request to publish it in the forthcoming issue of Chhattisgarh Gazette and send 25 copies of the same to this Registry,

**For information / necessary action.**

  
(Maneesh Kumar Thakur)

Registrar General