

OFFICIAL MEMORANDUM OF THE PRINCIPAL DISTRICT JUDGE, SALEM.**D.No. 5014/2026/Shr(G), Dated . 29.06.2026**

Sub :	Courts – Principal District Court, Salem - Allocation of Duties and Responsibilities to the Head Ministerial Staff working in the Principal District Court, Salem - Orders issued - Regarding.
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The duties and responsibilities attached to the post of under mentioned Head Ministerial Staff Members working in the Principal District Court, Salem are allocated as hereunder :-

1. Thiru.T.Gandhikumar, Chief Administrative Officer, Principal District Court, Salem

- Scrutinize all tapals received and opened by the District judge, enter them in the Register of tapals Received and cause them to be distributed to the various sections of the Court for necessary further action, follow up action in the same.
- Sign the Register of Money Orders relating to plan fees intended for Copyist Establishment received from other Courts and send them to the concerned Sections for necessary further action.
- Sign the entries of the money received by Money Order relating to the cash Batta remitted to the central Nazareth received from other Courts and send them to the concerned sections for necessary further action.
- Scrutinize and sanction the casual leave Applications relating to the Regular Establishment, Copyist Establishment, Nazir Establishment, E-Attendance entries made.
- Scrutinize and sanction the General Provident Fund Temporary Advance applications relating to the Regular Establishment, Copyist Establishment, Nazir Establishment.
- Scrutinize and sanction the Festival Advance wherever necessary to the members of the Regular Establishment, Copyist Establishment, Nazir Establishment.
- Verify and sign Cash Book, Common Cash Book, Ledger, Permanent Advance Register. Contingent Register.
- Register of deposits, Subsidiary Cash Book relating to the recovery of the amounts towards LIC., Co-operative Society, etc., Register of investments, Signing of bills relating to refund of Court-fees, Refund of lapsed deposit.
- Signing Pay Bills as Head of Office, Pay bills of Regular Establishment, Copyist Establishment & Nazir Establishment (with necessary schedules).
- Signing of Special contingent Bills relating to the office expenses.
- Signing of Special contingent Bills towards the payment of witness batta.
- Signing of the Special Contingent bills for the purchase of articles
- Counter-signing of the Medical Reimbursement bills of Judicial Officers
- Sanctioning of the Festival Advance & TA Bills for Judicial Officers
- Scrutinize and sanction the Cycle Advance, Handloom Advance, Education Advance, Khadi Advance, Spectacle Advance wherever necessary to the members of the Establishment.

- Check up and sign the following registers relating to the Accounts Branch of the District Court, every day.
- Undisbursed Pay Register.
- Token Register.
- Grant of Earned leave, Unearned Leave, Maternity Leave, leave on loss of pay to the members of the three sections of the Establishments of the District Courts.
- Put up for Approval of the leave granted by the Subordinate Judicial Officers of the District to the members of the staff of their respective courts in the district.
- To attend and sign all correspondence addressed to and from the Subordinate Judicial Officers (both in Civil and Criminal Units)
- To scrutinize and order the communication of Government Orders and High Court's Circulars to the Subordinate Courts and also to the different sections of the District Court.
- Submit Notes on any service appeals preferred by the member of the Department of perusal of the District Judge.
- Cause the preparation of proposals for confirmation of candidates wherever possible and necessary.
- Cause the preparation of Panel of Employees eligible to be moved to "Selection Grade" and submit proposals for creation of Selection Grade posts
- Submit the programmer for Annual Inspection of all the Subordinate Courts(Civil) and Chief Judicial Magistrate's Court in the District.
- Scrutinize all the Annual Notes of Inspection and submit them for perusal of the Judge and carry out the consequential instructions issued by the Judge.
- Fair copy the Notes of Annual Inspection of all the Subordinate Courts (Civil) and the Chief Judicial Magistrate's Courts and submit one set of copies to the High Court for its remarks and another set to the concerned subordinate courts for rectification of defects and keep a watch over the same till the defects pointed out are fully rectified.
- Scrutinize the Notes of Surprise Inspection of the Subordinate Courts and place them for perusal of the District Judge.
- Fair copy the Notes of Surprise Inspection of the Subordinate Courts and submit one set of copies to the High Court and another set to the concerned courts for rectification of defects and keep a watch over the same till the defects are fully rectified.
- Submit for approval of the District Judge and onward submission to the High Court, the proposal for continuance of any temporary additional courts and temporary Additional staff. Submit for approval of the Judge and onward submission to the High Court, the proposal for sanction of any new temporary additional Courts.
- Submit for approval of the District Judge, and onward submission to the High Court, the proposals for sanction of new temporary additional staff.
- Scrutinize the Monthly and quarterly Civil Statistics and the progress made on the listed suits and prepare the Draft Review on the work done by the Subordinate Judicial Officers of the Civil Unit in the entire district and submit to the District Judge for perusal and for passing appropriate remarks.

- To attend all other duties as assigned by the District Judge/Presiding Officer then and there by means of office order or by means of oral order.

2. COURT MANAGER - Thiru.T.V.Rajan, Court Manager, Principal District Court, Salem

I. General Duties.-

- (1). To assist the Principal District Judge/District Judge/Chief Judge in the overall administration. To co-ordinate with the High Court and ensure compliance of all instructions given within the time prescribed.
- (2). Scrutinise all correspondence/ communication/ letters/ reports/ instructions etc., as assigned.
- (3). Scrutinise all note files along with annexure if any, prepared by the respective wing.
- (4). Matters relating to preparation of budget estimate, funds allocation, utilization, audit, reconciliation etc.
- (5). Prepare agenda for meetings, coordinate the regular meetings, consolidation of material required for meetings, seminars, training programme etc.
- (6). Any other work assigned by the Principal District Judge/ District Judge/ Chief Judge.
- (7). Supervise field work, wherever necessary.
- (8). Co-ordinate and supervise the physical verification of records/case bundles.

II. Information and Statistics.-

- (1). The Court Manager shall ensure that the IT systems of the court are fully functional.
- (2). The Court Manager shall ensure updating of Data in National Data Grid and online portal, compilation of statistics accurately and promptly as per format supplied by the High Court.
- (3). The Court Manager shall render necessary assistance in preparing monthly, quarterly and other statements relating to pendency, institution and disposal of cases.
- (4). The Court Manager, in co-ordination with the System Analyst/Assistant Programmer of the District, shall ensure uploading of the relevant statistics in the official website of the District Judiciary.

III. Infrastructure facilities.-

- (1). The Court Manager shall, in consultation with the stakeholders of the District Judiciary (including the Bar, Ministerial Staff, Executive Agencies supporting judicial functions, such as prosecutors/police/process serving agencies and litigant/public), prepare

and update annual short term, medium term and long term Court wise Court Development Plan (CDP).

- (2). The Court Manager shall monitor the implementation of the Court Development Plan (CDP), update the progress in online portal and periodically report the progress to the superior authorities concerned.
- (3). The Court Manager shall monitor the matters relating to the infrastructure of courts and residential quarters with the Public Works Department and other authorities.
- (4). The Court Manager shall brief the District Level Monitoring Committee regarding the infrastructure development of the District.
- (5). The Court Manager shall prepare vacancies relating to staff, well in advance, by taking into account the retirements, promotions etc. and update the Principal District Judge/District Judge/Chief Judge for further action.
- (6). The Court Manager shall coordinate, monitor, supervise the progress of various works allotted by the High Court and the concerned District Judge and also coordinate between the staff and officers.

IV. Information Technology Management.-

- (1). The Court Manager shall monitor and ensure that the activities and schemes of the e-court project are fully implemented.
- (2). The Court Manager shall monitor and ensure that Case Information System (CIS) is functioning properly.
- (3). The Court Manager shall monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.
- (4). The Court Manager shall furnish necessary feedback regarding institution, disposal of cases as provided in the National Judicial Data Grid.
- (5). The Court Manager shall take necessary steps for imparting computer training to the ministerial staff in coordination with the Judicial Academy, Tamil Nadu.

V. Record Management.-

- (1). The Court Manager shall monitor and ensure that the disposed off records are sent to district record room without delay.
- (2). The Court Manager shall ensure that the records are digitized and after taking soft copies, destroyed as per the rules.
- (3). The Court Manager, with the assistance of the Record Clerk or Sheristidhar or staff concerned, shall ensure that the records are maintained and classified properly.

- (4). Supervise the maintenance of files, registers in each court.

VI. Protocol Duty.-

- (1). The Court Manager shall supervise the protocol duties assigned to the protocol team during the visit of Judges of the Supreme Court and High Court and other dignitaries.
- (2). The Court Manager may take necessary instructions from the concerned Principal District Judge/District Judge/Chief Judge or Head of unit in this regard.

VII. Human Resource Management.-

The Court Manager shall ensure that Human Resource Management of Ministerial Staff in the Court complies with the Human Resource Management standards established by the High Court.

VIII. Other Duties.-

- (1). The Court Manager shall ensure that case management systems are fully in compliance with the policies and standards established by the High Court for 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.
- (2). The Court Manager 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.
- (3). The Court Manager, 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.
- (4). The Court Manager shall ensure cleanliness of the court campus and he or she, in consultation with the District Judge/Chief Judicial Magistrate, may take necessary steps for improving the surroundings of the court premises.
- (5). The Court Manager shall monitor hoisting of the National Flag in the court campus as per Flag Code.
- (6). The Court Manager shall place all communications/letters from the Supreme Court or the High Court, with appropriate note, before the Principal District Judge/District Judge/Chief Judge and shall take necessary steps, as per the instructions given thereon.
- (7). The Court Manager shall supervise power facility, telephone, internet connectivity in the courts and residential quarters of the judicial officers.

JUDICIAL WING
Sherishtadar (Judicial)

- To receive all the Appeal Memorandum Original Petitions, Original suits, Vakalath petitions, Counters, Bail Applications, etc., presented into the Court, initial them: cancel the court Fee stamps affixed thereon, have the date seal affixed on them, cause them entered in the Stamp Register (C.R.19) and distribute them to the sections concerned.
- To obtain CLIP statement.
- Maintenance of running note file of the branch.
- Scrutinize the Civil Appeals and Civil Miscellaneous Appeals, Originals suits and place them to the judge for filing.
- Supervise the maintenance of CR 19, 20 Register, Appeal Register etc.,
- Sign the Accused Summon, Witness Summon, Warrants issued by the Court.
- Verify the entries relating to the results of Civil Appeals, Civil Miscellaneous Appeals, Original suits and Original Petitions in the relevant register and initial those entries.
- Scrutinize the replies to the correspondences prepared by various section in the District Court, initial them and place them for the signature of the PA.
- Sign the true copies of fair Orders, Decretal Orders, Fair judgments and decrees intended to be sent to the Lower Courts.
- Obtain orders from Principal District Judge with respect to Circular Orders relating to Judicial matters.
- To supervise the case taken on file Sessions Case, bail petition, Criminal Appeal, Criminal Revision, Special Sessions Case and made over by the Head Clerk concerned. Verify the Register maintenance and upkeep of the Registers.
- Maintenance of Annual Inspection, Surprise Inspection Notes, Rectification Notes follow up actions and submit to the Hon'ble High Court.
- To pass "Grant" orders in all the Emergent Copy Applications relating to the District Court.
- Sign the emergent Processes relating to the District Court.
- To attend all other duties as assigned by the District Judge/Presiding officer then and there by means of office order or by means of oral order.

Head Clerk (Judicial)

- Scrutinization of norms and statement and place before the Sherishtadar (Judicial).
- Maintain Accounts for E-Court Fee Stamp, Court Fee Stamps and place before the Sherishtadar (Judicial) for verification.
- To Lock e- Court Stamp.
- Collecting Statistics from Courts and maintenance of the Statistics and place before the Sherishtadar (Judicial) for verification.
- District Arrear Reduction Committee related works.
- Scrutinize the work turned out by each member of the staff in the Central Record Section as detailed in their diaries and place before the Sherishtadar (Judicial) for verification.

- Scrutinize all the Registers relating to the Central copyist Establishment and place before the Sherishtadar (Judicial) for running note file.
- Check up the “B” Register and the Register showing the Money in the hands of the Nazir relating to the Central Nazareth.
- Receive Money Orders relating to plan fees and cash batta relating to the Nazareth received from other courts and send them to the concerned sections.

BENCH CLERK SECTION

1) Original suits, Appeal suits Branch

- Attending Public Court to Assist the judge in calling and conducting the cases.
- Put up Notes on each case for hearing.
- Writing Diary of the cases called in every day.
- Posting and reposting of case in hearing book,
- Making entries in the disposal register for the case disposed of every cases.
- Scrutinizing Interlocutory Application and put up for orders by the Principal District Judge.
- Maintaining I.A institution and disposal Registers.
- Maintaining Register of Advocate Commissioners appointed.
- Making necessary entries regarding Amendments etc., in the suit Register, Appeal suit Register, and Civil Misc. Appeal Register.
- Scrutinizing execution petition, and Execution Application and put up for orders by the Principal District Judge.
- Maintaining Registers of E.P. Institution E.P.Disposal, E.A. Institution and E.A.Disposal.
- Making entries regarding institution and disposal of E.P. In the relevant suit Register.
- Sending Result of Execution to other Courts from where decrees were received for Execution.
- Indexing of all the disposed of records.
- Preparation of Monthly, periodical Half, yearly, Annual statements and other statements called for then and there.
- To attend all other duties as assigned by the District Judge/Presiding Officer then and there by means of office order or by means of oral order.

2) All O.Ps.

- Attending Public Court to Assist the judge in calling and conducting the cases.
- Put up Notes on each case for hearing.
- Writing Diary of the cases called in everyday.
- Posting and reposting of cases in hearing book.
- Scrutinizing M.C.O.P., H.M.GOP., G.W.O.P., I.D.O.P, El.OP., Probate O.P letter of Administration O.P Succession O.P and M.H.O.P and put up for orders by the Principal district judge.

- Maintaining institution register for M.C.O.P, H.M.GOP., G.W.O., I.D.O.P El.O.P, Probate O.P. Letter of Admn. O.P Succession O.P and M.H.O.P.
- Making entries in the respective disposal register for disposal of M.C.O.P., H.M.G.OP, G.W.O.P., I.D.O.P El.O.P. and probate O.P letter of Admn. OP. Succession O.P and M.H.O.P.
- Scrutinizing Interlocutory Application in all O.P.s and put up for orders by the principal District Judge.
- Maintaining I.A institution and Disposal Registers in all O.P.s.,
- Indexing of all the disposed of records.
- Preparation of monthly, periodical, Half-yearly, annual statements and other statements called for then and there.
- Making entries in the M.C.O.P institution Register regarding receipt and repayment of cheques/Demand draft for the award amount.
- Making entries in the H.M.G.O.P and G.W.O.P institution Register regarding receipt and repayment of cheques/Demand draft for the minor share amount of sale consideration.
- Making entries for the Cheque application receive for payment out.
- Maintaining register of succession Certificate issued.
- Indexing of all the disposed of records.
- Preparation of Monthly, periodical, Half-yearly, Annual Statements and other statements called for then and there.
- To attend all the other duties as assigned by the District judge/Presiding Officer then and there by means of office order or by means of oral order.

3) Sessions Branch

- Attending Public Court to Assist the judge in calling and conducting the cases.
- Put up Notes on each case for hearing.
- Writing Diary of the cases called in every day.
- Posting and reposting of cases in hearing book.
- Scrutinizing Preliminary Registered cases received from the Judicial Magistrate Courts after committal and put up before Principal district and Sessions judge, for taking up on file.
- Making entries in the sessions Institution Register regarding institution of sessions cases.
- Obtaining orders for transfer of cases to the Additional District and Sessions Court and Assistant Sessions Court and sending the records duly indexed alongwith transfer proceedings.
- Sorting out of records material wise and make it ready for fixing trial.
- For preparation of trial proceedings and send the same to the concerned court.
- Preparation of Witness summons, Non-bailable Warrant, and P.T. Warrant in pending cases for service and execution as the case may be.
- Making entries in the relevant register as to disposal of Sessions Cases.
- Attending all correspondence relating to sessions branch.

- Maintaining of all sessions Registers.
- Making entries in the property register as to the disposal of property in the sessions Cases disposed off.
- Indexing of all the disposed of records.
- Preparation of Monthly, periodical, Half-yearly, Annual statements and other statements called for then and there.
- To attend all other duties as assigned by the District Judge/Presiding Officer then and there by means of office order or by means of oral order.

Bail Section

- Attending Public Court to Assist the judge in calling and conducting the Bail Application Criminal Appeal, and Criminal Revision petition cases.
- Preparing Notes on each case for hearing.
- Writing Diary of the cases called in every day.
- Posting and reposting of cases in hearing book.
- Maintaining the Institution and Disposal Register of Bail Application, Criminal Appeal Register, Criminal Revision Petition Register and criminal Misc. Petition Register.
- Scrutinizing Bail and other Crl.Misc. Petition and put up for orders by the Principal District Judge.
- Indexing of all the disposed of records.
- Preparation of Monthly, periodical, Half-yearly, Annual statements and other statements called for then and there.
- To attend all other duties as assigned by the District Judge/Presiding Officer then and there by means of office order or by means of oral order.

ADMINISTRATION WING

Sherishtadar (Administration)

- Scrutinize the combined seniority list of the members of both Civil and Criminal Units of the District and place them before the District Judge through the Personal Assistant.
- Transfer and Postings, Promotions to the Staff members, deal with retirements, VRS, Compulsory Retirements, Probation, Regularization, Exam Permissions, Compassionate Ground Appointments, Declaration of Selection Grade, Special Grade, Super Grade, 25 years unblemished Service.
- Maintenance of Staff strength, Vacancy position and submitting Roster points to the Recruitment Cell of the Hon'ble High Court, Madras and TNPSC for filling up of vacancies in time.
- Maintenance of roster, Vacancy Register, Memo and DP Register
- Maintenance of Waiting list for filling up of vacancy.
- Check up every month, the Registers relating to various section in the District Court, Note down the defects and place them for orders of the judge through the Personal Assistant for directing the concerned staff to rectify the defects.

- Scrutinize General Provident Fund Advance Applications relating to the Regular Establishment and Copyist Establishment and place them before the personal Assistant for orders.
- Check up the Daily balance of Service Postage stamps with reference to the service Postage Account and the Register of papers despatched and initial the Registers in token thereof.
- Have the securities offered by the members of the staff other than the members of the Nazareth in safe custody and cause them tested annually as to their competence.

Head Clerk (Administration)

- Maintaining files relating to Buildings (Government and private Building) in which courts are functioning.
- Maintenance of files related to Canteen, Bar Chamber.
- Maintenance of Buildings' plan.
- Supervision of duties allotted to the cleanliness worker and watchmen.
- Supervision of cleanliness of the Court Building.
- Maintenance of Individual files for Judicial Officers, files relating to the buildings Government and Private buildings, Government and Private buildings, allotment of lands for construction of Court buildings, Quarters for Judicial Officers.
- Duties allotment to Cleanliness workers and Watchmen
- Judicial Officers training, in co-ordination with the Judicial Academy, Communication in respect of the same.
- Permission regarding occupation of Quarters
- Maintaining the individual files for each judicial Officers in Civil Unit of the District.
- Maintain time seeking application of Judicial Officers.
- Maintaining of all Service Registers of the Staff Members of Regular Establishment.
- Maintenance of all Service Registers of District Munsifs working in Salem District and maintenance of their Increment Registers.
- Attending and maintenance of Judicial Officers' Leave, Permission, Causal Leave, Earned Leave approval making entries in their Service Register and In-Charge arrangements of Judicial Officer.
- Sanctioning of Earned Leave/Medical Leave/ maternity leave/ leave on loss of pay for staff members in Regular Establishment and making necessary entries in the Service Registers.
- Petitions regarding transfer of the case on territorial jurisdiction.
- Missing of documents and reconstruction file.
- Maintaining files related to Monitoring Committee (Under Trial Prisoners).
- Maintenance of files and registers relating to Law Chambers.
- To attend any other duties assigned by the Principal District Judge then and there.

Sherishtadar (General)

- Representation submitted by the individual staff members dealing with Appeal Matters, Writ matters, submitting parawise remarks, brief history of the same.
- Dealing with Grievance Petitions and complaints and its follow up actions.
- Constitution & Reconstitution of Committees.
- Constitution of New Courts, proposal submitted for the same and follow up action.
- High Court Circulars and communications, Commissioners of Oaths, Advocates Clerk, Bar Association related Matters.
- Staff Movable and Immovable Properties and permissions.
- Maintenance of Disciplinary Proceedings, Final Orders.
- Dealing with RTI/Complaints/Petitions.
- Verify the preparation of Cheques with reference to the Cheque Applications ordered and have them placed before the Personal Assistant for favour of signature, in respect of both CCD and MACT accounts.
- Keep all the first information Reports and charge sheets filed by the Special Police Establishment in safe custody.
- Sign the copies of the bail orders and cause them to be sent to the concerned courts.
- Sign the copies of all the Government orders and circular orders intended for Lower courts and hand them over for despatch.
- Submit proposals to the Personal assistant for checking of cash balance in the hands of the Central Nazir with reference to “C” registers.
- To attend all other duties as assigned by the District Judge/Presiding officer then and there by means of office order or by means of oral order.

Head Clerk (General)

- Preparing all kinds of Salary and Non-salary Bills of Principal District Judge, and staff of regular Establishment.
- Maintaining Office copy of Acquittance, Contingent Register, Increment Register, Permanent Advance Register, Common Cash Book, Miscellaneous cash Book, Un-disbursed pay Register.
- Preparation of Consolidated Budget proposal after calling for particulars from the entire civil Courts in this district and submitting the same to the High Court, Madras.
- Distributing the funds allotted by the High Court, Madras to the entire courts in Civil Unit of the District.
- Preparation of Number statement and Final Modified Appropriation Statement for entire Civil Unit of the district.
- Maintaining of Ledger, Deposit Register, Repayment Register and Cash Book, Cheque pulli “A” Challan for CCD Account.
- Maintaining of Ledger, Deposit Register, Repayment Register and UTR memo for MACT Account.
- Writing of Cheques ordered for payment, Reconciliation of Court Balance with Treasury Balance by receiving Treasury Weekly Statement from the District Treasury, in respect of CCD Account.

- Writing of Cheques ordered for payment Reconciliation of Court Balance with Bank Balance by receiving Bank Statement, in respect of MACT Account.
- Maintaining of files for staff of Regular Establishment.
- Attending correspondence in respect of “B” branch.
- Maintaining of Investments Register and keeping safe custody of Fixed Deposit Receipts.
- Maintenance of Internal Audit Wing files, Preparation of consolidated budget proposal for the entire Courts including Civil Unit.
- Maintenance of Medical reimbursement bills of retired Judicial Officers.
- Scrutinizing the T.A Bills, T.T.A Bills, Medical Reimbursement Bills, Reimbursement of Excess Rent Bill and put up the same for counter-signature from the Principal District Judge or Chief Administrative officer as the case may be.
- To attend all other duties as assigned by the District Judge/Presiding Officer then and there by means of office order or by means of oral order.

Record Section

- Keeping and preserving neatly and safely all the disposed of records consigned to Central Record Room by all courts.
- Monitoring the consignment of Records by the Other courts to Central Record Section periodically.
- Supervising the Checking of lower Court Records received under consignment from the various courts by evenly distributing the records to the available staff attached to the Central Record Section.
- Submitting the material part of records in both civil and criminal cases to the Hon'ble High court, Madras for reference in appeal after following the procedure laid down and as per the High Court's circular.
- Quality checking of digitization work.
- Maintaining the following Registers.

(1) Register of permanent Register.

- List Containing the serial number of bound volume of Original suit register, Original petition Register, Register of insolvency petition, R.C.O.P. Register, Appeal Suit Register, and Civil Misc. Appeal Register.

(2) Register of unfiled/unmarked documents

- From the disposed of cases, the documents filed along with the plaint except the suit documents the separated from the bundle and the entry for the above said documents to be made in this Register and kept with the Record keeper for return of the same to the parties/Advocates as and when required by them.

(3) Record Issue Register

- Cases disposed of in Principal District Court are consigned to Central Record section by the Concerned Bench Clerks. When such records for required for further proceedings before court the same are to be issued to the concerned Bench Clerks, after the due receipt of Record Slip.

- After Completion of further proceedings the records are to be again consigned to the Central Record Section.
- The necessary entries for issuance of records from the Central Record section and for the receipt of such records from the concerned Branch have to be made in the Record issue Register without any omission.
- The Entries in the Record issue Register have to be Written in every six months in a Calendar year, I.e., January to June as on 1st July and July to December as on 1st January.

(4) Triplicate Register

- This Register has to be maintained whenever records are requested by the Lower Courts, for various purposes under Triplicate letter.
- The Triplicate Statement received from the lower court every month be scrutinized and follow up action to be taken.

(5) Appeal intimation Register.(High Court)

- All the Appeal intimations received from the High Court, have to be invariably entered in the Appeal intimation Register without any omission.
- Material records have to be submitted to the Hon'ble High Court, after the receipt of Appeal intimation within the stipulated time.

(6) R.A Register/Register of Application for return of documents.

- Whenever application received from the parties/Advocates for return of marked documents in the disposed of cases entry to be made in this Register and action should be taken on the same within seven days from the date of receipt of such application.

(7) Stock Register of Registers and Forms.

- Entries for all the forms and Register received from the government Press, to be made in this register and the distributed to other courts.

(8) Register of Periodical Register.

- All the periodicals supplied to the court are to be entered in this Register without any omission.
- The periodicals received have to be bound every year and the serial number assigned to such bound volume are to be noted in this register.

(9) Destruction Register

- Whenever the consignment records received from the Lower Courts are checked and completed, the entries for the same have to be made in the Destruction Register are each and every consignment and for each and every court separately.
- The records which are liable destroyed to be taken out from the bundle as and when they ripe for destruction and be destroyed after following the usual procedure.
- Maintenance of stock Register of Registers and timely supply of the Registers to the Courts concerned.

- Maintenance of Stock Register of Stationery except Computer Stationery.
- Co-ordination for arrangements of meetings.
- To attend all other duties as assigned by the district judge/Presiding Officer then and there by means of office order or by means of oral order.

Copyist Section

- Administration of Copyist Section.
- Signing certified copies, NJS papers printed copies, Returned CAs, struck of CA and CAs that are not pressed.
- Receiving urgent Copy Applications.
- carry out corrections in certified copies as per the corrections made in originals by the order of the court.
- Maintaining stamp account.
- Returning unused stamps and maintaining account for the same.
- Preparing all kinds of salary Bills of staff of Copyist Establishment of Principal District court.
- Putting up Notes through Sherishtadar for sanction of Loans and Advances to the staff of Copyist Establishment.
- Maintaining Office copy of Acquittance, Increment sanction Register.
- Maintaining of All Service Registers of Staff of Copyist Establishment.
- Maintaining of “A” Register, “B” Register, “D” Register “E” Register and Plan fee Register.
- Signing of all Copies made ready by the Copyist, Reader, Examiner and Xerox Operator.
- Monitoring the pendency of copy Applications in all the courts and put up note before the Principal District judge, to give suitable instruction to reduce the pendency then and there.
- To Monitor the disposal of incomplete copies and unused stamp papers.
- Attending correspondence in respect of Copyist Establishment.
- Being deputed to Subordinate Courts for Preliminary Checking of Registers and Records of such courts and to prepare defects notes for Annual Inspection as per schedule and to assist the Principal District Judge on the date of Annual Inspection.
- Subsequent to the inspection, to see that the instructions are being properly carried out within the stipulated time and to submit the Inspection Report/Printed Notes of Annual Inspection personal Notes of Annual Inspection of the principal District Judge along with the statement of Annul inspection of Subordinate Courts, to the High Court after obtaining approval of the Principal District Judge.
- Supervising Cleaning Works by basic servants.
- To Purchase Stationery Items.
- To Maintain stock book.
- To Maintain all the Xerox Machines allotted to all the Courts in Salem District.
- To attend all other duties as assigned by the District judge/Presiding Officer then and

there by means of office order or by means of oral order.

Nazirate Section

- Over all supervision of Nazir section
- Signing all the warrants viz movable, immovable, Test Arrest, Salary attachment, Warrant of Possession and warrant for direction
- Signing the copies of proclamation for execution under public auction.
- Collecting poundage.
- collecting one third of sale process.
- Execution of Detention Warrant.
- Receiving all the Cash amount to be collected by the Establishment and issuing receipt.
- Maintaining Cash Books (CR-45) and Receipt books (CR-41).
- Stopping the execution of the service Establishment.
- Preparing all kinds of salary Bills of staff of Process Service Establishment of principal District Court.
- Putting up Notes through Sherishtadar for sanction of Loans and Advances to the staff of Process Service Establishment.
- Maintaining Office copy of Acquittance., Increment sanction Register and Un-disbursed pay Register.
- Maintaining of All service Registers of staff of Process service Establishment.
- Maintaining of “A” Register, “B” Register, and “C” Register.
- Signing of all prepared processes, viz., summons, Notes Movable attachment Warrant, immovable attachment Warrant General publication, Sale proclamation Delivery Warrant, Sale Warrant, Witness summons, and arrest warrant pertaining to principal district court.
- Entrusting the ready work of various warrants to the Senior Bailiff as per Seniority.
- Entrusting the ready Process work of various nature to the process server as per Seniority.
- Entrusting the other court processes and warrants to the process server and senior Bailiff respectively as per seniority.
- Maintaining and keeping safe custody of cash security deposits with Security Bond submitted by the senior Bailiff and process servers.
- Conducting court sale of immovable property.
- Verification of N-step.
- Being deputed to Subordinate Courts for preliminary Checking of registers and Records of such courts and to prepare defects notes for Annual inspection as per schedule and to assist the Principal District Judge on the date of Annual Inspection.
- Subsequent to the inspection, to see that the instructions are being property carried out within the stipulated time and to submit the Inspection Report/ Printed Notes of Annual Inspection of the Principal District Judge along with the statement of Annual inspection of Subordinate Courts, to the High court after obtaining approval of the Principal District Judge.
- Scrutinizing the work done statement of Subordinate Courts.

- Deputing process server to attend routine duties in the court and offices and maintained pulli to that effect.
- To maintain stationery and Furniture.
- To Maintain overall statements of Nazir Section.
- To attend all other duties as assigned by the District judge/Presiding Officer then and there by means of office order or by means of oral order.

Protocol Section

- To send communications regarding the visit programmes of the Hon'ble Supreme Court and High Court to the officer concerned.
- To make necessary arrangements for stayal of the Hon'ble Judges.
- To Coordinate the visit of the Hon'ble High Court Judges.
- To make necessary arrangements for security and guard of honour.
- To extend all necessary courtesies to the Hon'ble Judges and their family members from the time of receiving in the Hon'ble Judges leave.
- Maintaining of files relating to e-Courts project.
- Maintaining of property Register for Sessions Case properties.
- Maintenance of the Car of the Principal District Judge and Judges car and maintenance of log book, sanction of fuel charges, repair and maintenance charges to the cars, vehicles, sanction of uniform to the Staff.
- To maintain assets and liabilities of staff members
- Supervising the duties of Watchman.

System Analyst

- System Analyst shall report to the Registrar (IT-cum-Statistics) / (Central Project Co-ordinator), High Court, Madras as and when required and to the Principal District Judge of the respective District for the day to day activities.
- To assist Registrar (IT-cum-Statistics) / (Central Project Co-ordinator), High Court, Madras, Officer on Special Duty (e-Courts), High Court, Madras, Assistant Registrar (e-Courts), High Court, Madras and Senior Systems Manager, High Court, Madras in e-Courts Project related activities, as and when required.
- To submit periodic reports related to the e-Court Project related activities to the Registrar (IT-cum-Statistics) / (Central Project Co-ordinator), High Court, Madras.
- To Monitor the District Court Website for regular updation of contents.
- To maintain and upkeep ICT infrastructure such as Hardware, LAN, UPS, VC equipment, Information Kiosk, Bio-metric machine, NSTEP Smart Phones etc., with the concerned service providers.
- To maintain and upkeep network connections such as TNSWAN Connection, MPLS Connection, FTTH Connections (provided in Office & Judicial Officer(s) Residence), with the concerned service providers.
- To maintain and upkeep Hardware & CCTV inventory records in the e-Court Maintenance System Portal and to ensure the accuracy of data fed in the respective portal.

- To implement Case Information System (CIS) and maintain CIS running in the District and Taluk Court (s), regular backup of the databases etc. and train the court staff with various modules and facilities of CIS in Subordinate Courts.
- To ensure the smooth functioning of data replication process in all District and Taluk Courts.
- To monitor the functionality of CIS Establishments mapped under the e- filing Portal, NSTEP Portal, e-Pay Portal, NJDG Portal etc. pertaining to the respective District.
- To implement In-House Application Softwares and training of court staff in operating respective software modules.
- To maintain and upkeep CCTV equipments such as Camera, NVR, etc. with the concerned service providers.
- To assist the Principal District Judge in the preservation of CCTV backup and storage of preserved backup in the external hard drive as and when required.
- To convene District Computer Committee Meetings periodically, after obtaining necessary approval from the Principal District Judge of the respective District and implement the directions issued by such committee after obtaining necessary approval from the Principal District Judge.
- To coordinate with the Public Works Department (PWD) in site survey process of ICT implementation and also to ensure the smooth functioning of ICT Infrastructure.
- To provide all necessary guidance to the Assistant Programmers posted in the respective District in managing the Video-Conferencing facility.
- To provide all necessary help and guidance to the Assistant Programmers posted in the respective District Court in resolving any problems that may arise in ICT related works.
- Assistance to the Judicial Officers for effective utilization of I.T. Resources and to attend the hardware issues that may arise in the Laptop etc., supplied to the Judicial Officers.
- Such other technical support duties as assigned by the Registrar (IT-*cum*-Statistics) (Central Project Co-ordinator), High Court, Madras and Principal District Judge of the respective District from time to time and other circulars, orders issued by the Hon 'ble High Court, Madras.

Assistant Programmer

- Assistant Programmer shall report to the Registrar (IT -*cum*-Statistics) / (Central Project Co-ordinator), High Court, Madras and the Principal District Judge of the respective District for the day to day activities.
- To assist Registrar (IT-*cum*-Statistics) / (Central Project Co-ordinator), High Court, Madras, Officer on Special Duty (e-Courts), High Court, Madras, Assistant Registrar (e-Courts), High Court, Madras and Senior Systems Manager, High Court; Madras in e-Courts Project related activities, as and when required.
- To submit the periodic monitoring report to the Principal District Judge in respect of CIS Software (Undated Cases, Delay Reasons, Data Health Card etc.) and NJDG Portal, as and when required.

- To assist the Programmer to develop software tools and packages for the High Court and Subordinate Judiciary.
- To assist the System Analyst in maintaining the Case Information System (CIS) in District and Taluka Courts, regular backup of the databases, replication of data to the National Judicial Data Grid (NJDG) etc.
- To ensure the functionality of Judicial Service Center (JSC), Touch Screen Information Kiosk, Display Board for the dissemination of case related information to the Advocates / Litigants.
- Installation and maintenance of Operating System, Office tools, customized application, etc.
- To prepare all necessary reports for the periodic District Computer Committee Meetings.
- To assist Judicial Officers and Court Staff in managing the Video- Conferencing facility provided in District and Taluk Courts.
- To assist the System Analyst in the training of court staff with various modules and facilities of CIS, In-House Application Software in District and Taluk Courts.
- To provide all necessary assistance to the System Analyst posted in the respective District Court in resolving any problems that may arise in ICT related works.
- Assistance to the Judicial Officers for effective utilization of I.T. Resources.
- Such other technical support duties as assigned by the Registrar (IT -cum- Statistics) (Central Project Co-ordinator), High Court, Madras and Principal District Judge of the respective District from time to time and by other circulars, orders issued by the Hon'ble High Court, Madras.

The above mentioned Head Ministerial staff members are hereby directed to perform their respective allocated duties without any deviation.

Sd/- Swarnam J.Natarajan/29.06.2026
Principal District Judge,
Salem.

//T.C.F.B.O.//

GANDHIKUMAR
T Digitally signed
by
GANDHIKUMAR
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Chief Administrative Officer,
Principal District Court, Salem.

To:

- 1) The Chief Administrative Officer/ Court Manager of this Court.
- 2) The Sherishtadars (G) (A) (J)/ Head Clerks (G) (A) (J)/Central Nazir/ Copyist Superintendent/Record Keeper of this Court.
- 3) Bench Clerks Grade I/Translator of this Court.
- 4) The System Analyst of this Court.