

SUPREME COURT OF INDIA - REGISTRY

STRENGTH

The total work of the Registry has been divided into various categories and work assigned to any one category is handled by a Unit called Section. There are 1770 posts in the Supreme Court Registry out of which 1229 are permanent posts. There are 221 Gazetted Officers, 805 Non- Gazetted and 744 Class IV employees in the Registry.

STEPS TAKEN IN RECENT PAST FOR TONING UP OF ADMINISTRATION:

1. Summer Vacation Training During the last Summer Vacation, necessary training and guidance was imparted to the members of the staff (Junior Court Assistants, Court Assistants and Senior Court Assistants) with regard to practice, procedure and Supreme Court Rules, 1966 and Supreme Court Officers and Servants (Conditions of Service & Conduct) Rules, 1961. Computer Training was also imparted to the staff with effect from 18th June, 2007 to 29th June, 2007.

2. Public Relations Officer For the first time in the history of Supreme Court of India, an Officer has been nominated as Public Relations Officer of the Court to attend and respond to enquiries, guide and assist litigant and public, Advocates and media persons and provide information to them.

3. Constitution of Redressal mechanism for dealing with complaints of Sexual Harassment of Working Women In compliance of guidelines and norms laid down by Hon'ble Supreme Court in the case of Vishaka & Ors. v. State of Rajasthan & Ors. (1997 Supp. 3 SCR 404) to prevent sexual harassment of working women, a five members Complaints Committee has been constituted to receive and enquire into complaints of sexual harassment of women employed in the Supreme Court Registry.

4. Right to Information Act, 2005 Under the Right to Information Act, 2005, 571 applications were received by the Central Public Information Officer (Additional Registrar (Admn.)) during the relevant year, out of which, 569 applications were responded to by the authority. Out of the 58 appeals filed, the First Appellate Authority (Registrar (Admn.)) disposed of 53 appeals.

FACILITIES AVAILABLE IN SUPREME COURT

(i) Court fee vendors:

Court fee in Supreme Court is payable only by way of Court Fee Stamps. Stamp vendors sell Court fee stamps, in Supreme Court Complex, against cash payment. If for some reason stamps are not available with them, they can be purchased from the stamp vendors sitting in nearby Patiala House Courts or Delhi High Court.

(ii) Passes:

If a party to the case wants to remain present at the time of hearing of the case, he has to get a request form forwarded from his advocate and then submit it along with proof of his identity at the Reception Counter of the Supreme Court, which will issue pass for attending the Court in which the matter is listed on that day. An unrepresented party can obtain the requisite pass, on giving proof of his identity, if his matter is listed on that date. Photo Entry Passes are now being issued to the parties as well as other visitors.

(iii) Medical facilities:

A First Aid Post, a Dental Clinic, a Physiotherapy Unit and a Pathology Lab are functioning in the west wing on the ground floor of the Supreme Court building. Besides, three Physicians, one Physiotherapist and one Refractionist who are available everyday during office hours, the services of visiting Cardiologist, Medical Specialist, Pathologist, Ophthalmologist, ENT Specialist, Orthopaedic Surgeon, Dermatologist and Dental Surgeons are also available on a regular basis.

(iv) Railway Reservation Counter

A computerized Railway Reservation Counter has been opened by Northern Railway in Supreme Court premises and facility of reservation is available not only to Judges, staff and advocates but also to the general public.

(v) Canteen facilities

Canteen for advocates is functioning in the Supreme Court compound in addition to departmental canteen. Catering facility is also available to the visiting public in Advocates' Canteen.

(vi) Post Office

A post office is functioning in the Supreme Court Complex since 1958 and is being used also by outside agencies and general public.

(vii) Bank

A branch of UCO Bank is functioning in the Supreme Court since 1984 and provides services including ATM facility to all its account holders and those desirous of transacting through the Bank.

(viii) Supreme Court Museum

The Museum is located within the Supreme Court Complex and is divided into two sections. The first section deals with development of judiciary in India whereas second one portrays Federal Court and Supreme Court. A large number of manuscripts, copper plates, photographs etc. have been kept in the museum, in order to give a glimpse of our heritage to the visitors.

(ix) Scanning of Old Records:

Supreme Court, has gone for digitization/scanning of all old records stored in the record room go-downs. Using Production Scanners, Servers and other required hardware and Application Software got developed for scanning, storing the scanned documents on the hard disks, retrieval of documents and access control mechanism. This process will enable the Supreme Court in: preventing loss of records, saving storage space, to manage records easily, to find document quickly, to make the scanned documents centrally available on intranet and to eliminate the need for file cabinets.

The retrieval software will enable the users to retrieve the complete case file through: the case no., party name-wise, judge-wise and date of disposal wise. The user can choose any case listed before him on the screen to view the case files starting from the cover page to the last page. When he selects the required case file, the first screen displayed is the index page. Each item on the index page is hyper-linked to the group of pages it is dealing with. Hence, it is easy for the user to simply reach the required part of the file through the hyper-linked index page. The image of each file when displayed will allow the user to zoom a part of the image, rotate the image, underline and highlight a part of the image text and type annotations, printing and saving of the image.

(x) E-mail based Communication:

Supreme Court of India is so far been communicating with the advocates/litigants through the conventional postal/hand delivery system. In order to provide faster and reliable communication facility between the Supreme Court and the advocates/litigants it has been decided to introduce use of electronic communication. For example: the notices, letter etc. can be electronically communicated to the advocates/litigants using secured electronic communication facility. A facility can also be included to get confirmation of the receipt of the E-mail once the recipient opens it. Further, in order to maintain confidentiality of the communication, the message can be encrypted using digital signature by the concerned officer issuing the notices or disposal letters.

(xi) Public Relations Officer

A full time Public Relations Officer is now available in Supreme Court to respond to enquiries and provide information to and guide and assist the advocates as well as the litigants. He also makes available the copies of the judgments/orders to media persons and looks into their grievances. The telephone nos. of the present Public Relations Officer are 23385347(O), 24512703(R) and 09868242903(M).
