

**THE GAUHATI HIGH COURT
AGARTALA BENCH:: AGARTALA**

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| 1. | Name of the Public Authority | The Gauhati High Court, Agartala Bench, Agartala | | | |
| 2. | Address | The Gauhati High Court, Agartala Bench, Capital Complex, Agartala, West Tripura, Pin-799006. Website(URL) : http://tsu.trp.nic.in/highcourt e-mail : Tripura-ghc@indianjudiciary.gov.in highcourt.agt@gmail.com | | | |
| 3. | Head of Office | The Joint Registrar, Gauhati High Court, Agartala Bench, Agartala. | | | |
| 4. | Parent Department | The Gauhati High Court, Guwahati, Pin-781001. | | | |
| 5. | Geographical Jurisdiction | State of Tripura | | | |
| 6. | Mission | To render Justice in terms of Law of the land. | | | |
| 7. | Vision | -do- | | | |
| 8. | Objectives | Administration of Justice | | | |
| 9. | Function | | | | |
| 10. | Services provided in brief | | | | |
| 11. | Physical Assets (Statement of lands/ buildings and other Assets) | New High Court building and other required Assets like Furnitures, Computers, Xerox Machines and Fax Machine etc for running the Administration. | | | |
| 12. | Organizations Structural Chart (Orgonogram) at each level-give linkage of jurisdiction & address, Tel Nos. & Office timings | Sl. No. | Name of posts | Telephone Nos./EPABX No. 241-5172/ 241-3769/ 241-7582 Fax No. 0381-241-0432/ 241-2210 | Office Timings |
| | | 1. | Registrar | 241-4645 241-0933 *23 | 10.00 A.M. to 4.30 P.M. |
| | | 2. | Joint Registrar | 241-3180 *25 | 10.00 A.M. to 4.30 P.M. |
| | | 3. | Deputy Registrar(Judl.) | *35 | 10.00 A.M. to 4.30 P.M. |
| | | 4. | Deputy Registrar(Accounts) & In-charge of e-court's Project | *26 | 10.00 A.M. to 4.30 P.M. |
| | | 5. | Deputy Registrar(Admn. & Protocol) | 241-2210 *24 | 10.00 A.M. to 4.30 P.M. |
| | | 6. | Asstt. Registrar(Accounts) | *33 | 10.00 A.M. to 4.30 P.M. |
| | | 7. | Asstt. Registrar(Admn.-I) | *58 | 10.00 A.M. to 4.30 P.M. |
| | | 8. | Asstt. Registrar(Protocol) | *32 | 10.00 A.M. to 4.30 P.M. |
| | | 9. | Asstt. Registrar(Admn.-II) | *34 | 10.00 A.M. to 4.30 P.M. |
| | | 10. | Asstt. Registrar(Bench) | *67 | 10.00 A.M. to 4.30 P.M. |
| | | 11. | Librarian-cum Research Officer | *46 | 10.00 A.M. to 4.30 P.M. |

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| 12. | Court Officer(now upgraded as Assistant Registrar as personal post during the tenure of the present incumbent) | 241-7582 *36 | 10.00 A.M. to 4.30 P.M. |
| 13. | 2(two) posts of Private Secretaries of Ld. Registrar & 11(eleven) posts of Private Secretaries of Hon'ble Judges'. | *30 241-3514 *65 241-9135 *64 241-8879 *28 | 10.00 A.M. to 4.30 P.M. |
| 14. | Superintendent (Accounts) Superintendent (Establishment) Superintendent (Store) Superintendent (1 st Appeal Section) Superintendent (2 nd Appeal & Criminal Appeal Section) Superintendent (Civil Rule/ Writ Appeal/ Filing Section) Superintendent (Stamp Reporter) Superintendent (Copying) Superintendent (Protocol) | *38 *37 *40 *66 *47 *49 *48 *41 *59 | 10.00 A.M. to 4.30 P.M. |
| 15. | Sr. Grade-Translator-cum-In charge of P.B. Section. | *31 | 10.00 A.M. to 4.30 P.M. |
| 16. | Programmer | 241-5799 *51 | 10.00 A.M. to 4.30 P.M. |
| 17. | P.A. to Deputy Registrar | *29 | 10.00 A.M. to 4.30 P.M. |
| 18. | Assistant Librarian | *46 | 10.00 A.M. to 4.30 P.M. |
| 19. | 5(five) posts of Jr. Grade Translators | *31 | 10.00 A.M. to 4.30 P.M. |
| 20. | 12(twelve) posts of H.C.C./Bench Clerk/ UDA (B) /Record Keeper/Commissioner of Affidavit /Sr. Accounts Assistant. | | 10.00 A.M. to 4.30 P.M. |
| 21. | 9(nine) posts of Sr.A.A. /Scrutiny Assistant/Cashier / Assistant/ Comparing Clerk | | 10.00 A.M. to 4.30 P.M. |
| 22. | 2(two) posts of Bench Assistant | | 10.00 A.M. to 4.30 P.M. |
| 23. | 31(thirty one) posts of Jr.A.A./Correspondence Clerk/ Library Attendant | | 10.00 A.M. to 4.30 P.M. |
| 24. | 2(two) posts of Computer Operator | | 10.00 A.M. to 4.30 P.M. |
| 25. | 13(thirteen) posts of Driver | | 10.00 A.M. to 4.30 P.M. |
| 26. | 2(two) posts of Record Arranger | | 10.00 A.M. to 4.30 P.M. |
| 27. | 2(two) posts of Duplicating Operator | | 10.00 A.M. to 4.30 P.M. |
| 28. | 4(four) posts of Jamadar | | 10.00 A.M. to 4.30 P.M. |
| 29. | 2(two) posts of Duftry | | 10.00 A.M. to 4.30 P.M. |
| 30. | 4(four) posts of Cook | | 10.00 A.M. to 4.30 P.M. |

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| | | 31. | 2(two) posts of Photocopier Operator | | 10.00 A.M. to 4.30 P.M |
| | | 32. | 55(fifty-five) Posts of Group-D (Class-IV)/ Attender (Peon)/ Mali/ Sweeper/ Night Guard/ Orderly / Mali Gardener. | | 10.00 A.M. to 4.30 P.M |
| | | 33. | 14(fourteen) posts of D.R.W./Contingent | | 10.00 A.M. to 4.30 P.M |
| | | 34. | 2(two) posts of Contingent Cook on fixed pay. | | 10.00 A.M. to 4.30 P.M |
| 13. | Weekly holidays and specific service timings | 2 nd Saturday, 4 th Saturday and every Sunday of the Month. Timings 10.00 A.M. To 4.30 P.M. | | | |