

In compliance with the direction of the Hon'ble Information Commissioner in Second Appeal Order dated 02/12/2025 for complete and updated publication of information required under Section 4(1) (b) (i) to (xvii) of the Right to Information Act, 2005 on the official website.

RIGHT TO INFORMATION AND OBLIGATIONS OF PUBLIC

AUTHORITIES

4(1) Every Public Authority shall-

(b) Public within one hundred and twenty days from the enactment of this Act-

i): Name of the Organisation:- The Hon'ble High Court at Calcutta.

Functions and Duties:- The functions of the Hon'ble High Court at Calcutta are discharged in accordance with the mandate of the Constitution of India and the Rules framed for the purpose, namely, Calcutta High Court Appellate Side Rules.

i) The information related to duties and responsibilities of this Hon'ble Court is not available in recorded form.

iii): On receipt of the letter, application etc, the receiving dealing assistant will open up a file or process the said letters and applications in the existing file.

The Section Officer will review the applications with reference to the relevant rules and submit the same to the Assistant Registrar and Assistant Registrar forward the same to the Deputy Registrar. The Deputy Registrar forward the same to the Joint Registrar and the same is submitted to the Ld. Registrar for necessary direction.

The Registrars will decide the course of action to be taken thereon under the powers delegated to them by the Hon'ble Chief Justice and, if necessary, will submit the file to the Hon'ble Judges or the Hon'ble Chief Justice for final orders.

iv): The functions of the Hon'ble High Court at Calcutta are discharged in accordance with various Rules constituted for the purpose i.e. Calcutta High Court Appellate Side Rules and West Bengal Service Rules and issues are dealt with on priority basis.

v): West Bengal Service Rules

Calcutta High Court Appellate Side Rules

The Calcutta High Court Service Rules 1960

Calcutta High Court Service (Appellate Side) Categorisation of Posts, Channels of Promotion and Principles of Seniority Rules, 1986

Calcutta High Court Services (Duties, Rights and Obligations of Employees) Rules, 1983

vi): Records of pending and disposed of cases and Registers connected thereto.

Records of administrative matters.

Service Records of Officers and Staffs of this Hon'ble Court and all administrative records connected thereto.

vii):

A computerized Information Center is functioning in the High Court premises, which provides information about the history of cases, filed/pending in the Calcutta High Court.

viii): Various Committees of Hon'ble Judges have been formed for assisting the Hon'ble Chief Justice in the administration. The minutes of the meetings of such committees are not open to access by public.

ix) Copy of the name of the officers on the Appellate Side of the Hon'ble High Court at Calcutta alongwith directory, is annexed herewith.

x) Copy of the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations, is annexed herewith.

xi) Copy of the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made, is annexed herewith.

xii) Nil

xiii) Nil

xiv) History of cases from the date of filing till disposal are digitized and hard copy of information is furnished at the Information Center

Judicial records are photocopied and furnished to the litigants/third parties.

Certified copies of Judgements/Judicial orders are processed through computers and furnished to the litigants/third parties.

Important judgements/judicial orders are published on the internet for public use.

All judgments or judicial orders, from the year 2002, are available in digital form.

xv): The computerized Information Center, functioning in the High Court premises, furnishes information on the history of cases filed/pending in the Calcutta High Court.

The services of Mediation Centre and Calcutta High Court Legal Services Committee are available to the public.

The High Court Library is meant for Hon'ble Judges only. No library is run for public use.

xvi): Ld. Registrar Administration (Lawzma & Office Management)-cum-First Appellate Authority, Appellate Side Establishment, High Court at Calcutta.

Tel no: 2254-8142

Deputy Registrar (Administration)-cum-Public Information Officer, Appellate Side,
High Court at Calcutta.

Tel No: 2254-8051

Assistant Registrar (Information)-cum-Assistant Public Information Officer,
Appellate Side, High Court at Calcutta.

Tel No: 2254-8235

xvii) Information obtained from the Public Information Officer by receiving
applications under the R.T.I Act, 2005 through offline mode and online R.T.I portal, by
paying requisite amount.

NAME OF THE OFFICERS ON THE APPELLATE SIDE
OF HON'BLE HIGH COURT AT CALCUTTA
ALONGWITH DIRECTORY

EPABX NO. 2254-8000

<i>Name</i>	<i>Intercom No.</i>	<i>Telephone No.</i>
<i>Assistant Registrar – I</i>	8065	
<i>Assistant Registrar – II</i>	8167	
<i>Assistant Registrar (Paper Book)</i>	8229	
<i>Assistant Registrar – IV</i>	8253	
<i>Assistant Registrar – V</i>		2243-8367
<i>Assistant Registrar – VI</i>	8153	
<i>Assistant Registrar – VII</i>	8067	
<i>Assistant Registrar – VIII</i>	8069	
<i>Assistant Registrar – IX</i>	8295	
<i>Assistant Registrar – X</i>	8069	
<i>Assistant Registrar – XI</i>	8164	
<i>Assistant Registrar – XII</i>		
<i>Assistant Registrar – XIII</i>	8103	
<i>Assistant Registrar – XIV</i>		
<i>Assistant Registrar – XV</i>		
<i>Assistant Registrar – XVI</i>		
<i>Assistant Registrar (Medical Cell)</i>		
<i>Assistant Registrar (Establishment) A.S.</i>	8064	
<i>Assistant Registrar (Information), A.S.</i>	8236	
<i>Assistant Registrar (Mandamus II)</i>	8258	
<i>Assistant Registrar (Court Management) – I</i>	8172	
<i>Assistant Registrar (Court Management) – II</i>	8345	
<i>Assistant Registrar (CD ROM & RD)</i>	8149	
<i>Assistant Registrar (Legal Cell)</i>	8255	
<i>Assistant Registrar (CAD)</i>	8310	
<i>Assistant Registrar (Listing)</i>	8198	
<i>Assistant Registrar (F.M.A.)</i>	8306	
<i>Assistant Registrar (Ledger & Forms & Stationery)</i>	8307	
<i>Assistant Registrar (Stamp Reporting Section)</i>	8351	
<i>Assistant Registrar (Conference Secretariat)</i>	8267	
<i>Assistant Registrar, NCMS</i>	8268	
<i>Additional Stamp Reporters, A.S.</i>	8118	
<i>Assistant Court Officer</i>	8101	
<i>Assistant Registrar (Bench & Decree)</i>	8113	
<i>Court Keeper / Additional Court Keeper</i>	8063	
<i>Court Jamadar (M.B.)</i>	8163	2248 3920
<i>Court Jamadar (C.B.)</i>	8121	
<i>Court Jamadar (S.C.B.)</i>	8215	

<i>Name</i>	<i>Intercom No.</i>	<i>Telephone No.</i>
<i>Deputy Registrar (Administration), A.S.</i>	<i>8051</i>	<i>2254 - 8051 F</i>
<i>Deputy Registrar (Establishment)</i>	<i>8230</i>	
<i>Deputy Registrar (Court Management)</i>	<i>8195</i>	
<i>Deputy Registrar (Judicial)</i>	<i>8054</i>	
<i>Deputy Registrar (Writ)</i>	<i>8191</i>	
<i>Deputy Registrar (Protocol)</i>	<i>8059</i>	<i>2248 – 8786 F</i> <i>2243 - 5595</i>
<i>Deputy Registrar (Protocol) – I</i>	<i>8337</i>	<i>2230 -0425</i>
<i>Deputy Registrar (Medical Protocol)</i>	<i>8338</i>	<i>2262 – 0232</i>
<i>Deputy Registrar (Accounts)</i>	<i>8090</i>	<i>2243 - 5692</i>
<i>Deputy Registrar (Judges' Account)</i>	<i>8161</i>	
<i>Deputy Registrar (Inspection)</i>	<i>8152</i>	
<i>Deputy Registrar (Court)</i>	<i>8225</i>	
<i>Deputy Registrar (Computer)</i>	<i>8151</i>	
<i>Deputy Registrar (Criminal)</i>	<i>8189</i>	
<i>Deputy Registrar (CAD)</i>	<i>8301</i>	
<i>Joint Registrar (General Administration – I)</i>	<i>8088</i> <i>8188</i>	
<i>Joint Registrar (Judicial)</i>	<i>8212</i>	
<i>Joint Registrar attached to Collegium Secretariat</i>	<i>8304</i>	
<i>Joint Registrar (General Administration-II)</i>	<i>8245</i>	
<i>Joint Registrar (Inspection)</i>	<i>8223</i>	
<i>Joint Registrar (Vigilance)</i>	<i>8336</i>	
<i>Joint Registrar (Court)</i>	<i>8053</i>	
<i>Joint Registrar (Court Management), A.S.</i>	<i>8349</i>	
<i>Librarian - I</i>	<i>8179</i>	
<i>Librarian - II</i>	<i>8096</i> <i>8311</i>	
<i>Senior Superintendent</i>	<i>8296</i>	
<i>Special Officer, Correspondence Section</i>	<i>8062</i>	
<i>Stamp Reporter, A.S.</i>	<i>8070</i> <i>8118</i>	
<i>S.A. (Legal)</i>	<i>8181</i>	
<i>Translator & Commissioner of Affidavit</i>	<i>8133</i>	

**Pay Structure of Registrars and other Higher Judicial Officers posted at High Court at
Calcutta as per Second National Judicial Pay Commission**

SL	NAME OF THE POST	LEVEL	PAY SCALE
1	Registrars and other Higher Judicial Officers	J -3	111000 - 163030
		J-5	144840 - 194660
		J-6	163030 - 229090
		J-7	299100 - 224100

**Interim Revised Pay Structure of Officers and Employees (ROPA 2019) as per Court's
Notification No. 3094-RG, dated 26.08.2020.**

SL	NAME OF THE POST	PAY SCALE	LEVEL IN PAY MATRIX
1	Sweeper	17,000 - 43,600	Level - 1 with minimum pay at Rs. 17,500/-
2	Visthi	17,000 - 43,600	Level - 1 with minimum pay at Rs. 17,500/-
3	Mali	17,000 - 43,600	Level - 1 with minimum pay at Rs. 17,500/-
4	Faras	17,000 - 43,600	Level - 1 with minimum pay at Rs. 17,500/-
5	Group-D (Regular) / Peon / Orderly / Borkondaz / Cleaner / Night Guard	17,000 - 43,600	Level - 1 with minimum pay at Rs. 17,500/-
6	Process Server	17,600 - 45,200	Level - 2 with minimum pay at Rs. 18,600/-
7	Senior Mali	17,600 - 45,200	Level - 2 with minimum pay at Rs. 18,600/-
8	Jamadar	17,600 - 45,200	Level - 2 with minimum pay at Rs. 18,600/-
9	Duftry	17,600 - 45,200	Level - 2 with minimum pay at Rs. 18,600/-
10	Grade-I, Jamadar	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
11	Grade-I, Process Server	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
12	Grade-I, Duftry	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
13	Inspection Clerk	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
14	Sealing Clerk	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
15	Bank Sarkar	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
16	Record Arranger	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
17	Grade I Visthi / Sweeper	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
18	Grade I Peon / Durwan / Burkandaz	18,800 - 48,700	Level - 3 with minimum pay at Rs. 19,400/-
19	Bank Clerk	19,700-50,500	Level - 4 with minimum pay at Rs. 20,900/-
20	Muharrir Grade - II	21,000-54,000	Level - 5 with minimum pay at Rs. 22,200/-
21	Muharrir Grade - I	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
22	Driver	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
23	Telephone Operator	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
24	Data Entry Operator	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
25	Assistant to the Librarian	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
26	Extra-Typist (Regular)	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
27	Salaried Typist	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
28	L.D. Assistant	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
29	Arabic Reader	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
30	Persian Reader	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
31	Bengali Huharrir	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-

SL	NAME OF THE POST	PAY SCALE	LEVEL IN PAY MATRIX
32	Nagri Munshi	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
33	Basic Grade Section Writer	22,700-58,500	Level - 6 with minimum pay at Rs. 24,100/-
34	Typist Grade-I	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
35	Senior Bengali Muharrir	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
36	Senior Nagri Munshi	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
37	Grade-I Section Writer	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
38	Shorthand Typist	28,900-74,500	Level - 9 with minimum pay at Rs. 31,600/-
39	P.A. Grade-C	28,900-74,500	Level - 9 with minimum pay at Rs. 32,500/-
40	Translator (Direct Recruit)	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
41	Stenographer (WBJA)	28,900-74,500	Level - 9
42	Telephone Opeator, Grade-I	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
43	Court Clerk	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
44	U.D. Assistant	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
45	General Assistant to D.R. & A.R.	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
46	Translator	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
47	Commissioner of Affidavit	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
48	Senior Commissioner of Affidavit	28,900-74,500	Level - 9 with minimum pay at Rs. 29,800/-
49	Preservation Assistant	32,100-82,900	Level - 10
50	Section Writer Supervisory Grade	33,000-85,000	Level - 10A with minimum pay at Rs. 34,000/-
51	Telephone Opeator, Supervisory Grade	33,000-85,000	Level - 10A with minimum pay at Rs. 34,000/-
52	Salaried Typist Supervisory Grade	33,000-85,000	Level - 10A with minimum pay at Rs. 34,000/-
53	Extra-Typist (Regular) Supervisory Grade	33,000-85,000	Level - 10A with minimum pay at Rs. 34,000/-
54	Supervisory Grade Typist	33,000-85,000	Level - 10A with minimum pay at Rs. 34,000/-
55	Technical Assistant in Judges' Library	33,000-85,000	Level - 10A with minimum pay at Rs. 34,000/-
56	Senior Translator	41,800-1,07,700	Level - 10C with minimum pay at Rs. 41,800/-
57	Editor	41,800-1,07,700	Level - 10C with minimum pay at Rs. 41,800/-
58	Superintendent	42,300-1,09,100	Level - Revised 10C with minimum pay at Rs. 42,300/-
59	EDP Supervisor	41,800-1,07,700	Level - 10C with minimum pay at Rs. 41,800/-
60	Assistant to Registrar	33,400-86,100	Level - 11
61	Salaried Typist Sr. Supervisory Grade	35,800-92,100	Level - 12
62	Extra Typist (Regular) Sr. Supervisory Grade	35,800-92,100	Level - 12
63	Special Assistant (Legal)	39,500-1,01,700	Level - 12A with minimum pay at Rs. 39,500/-
64	Accountant / Cashier	39,900-1,02,800	Level - 14 with minimum pay at Rs. 42,300/-
65	Section Officer	44,800-1,15,700	Level - 12B with minimum pay at Rs. 44,800/-
66	P.A., Grade-B	37,100-95,500	Level - 13 with minimum pay at Rs. 40,500/-
67	Court Keeper (direct recruit)	37,100-95,500	Level - 13 with minimum pay at Rs. 39,300/-
68	Caretaker to the Official residence of the Hon'ble Chief Justice	37,100-95,500	Level - 13 with minimum pay at Rs. 38,200/-

SL	NAME OF THE POST	PAY SCALE	LEVEL IN PAY MATRIX
69	Additional Court Keeper	37,100-95,500	Level - 13 with minimum pay at Rs. 38,200/-
70	Additional Court Keeper	39,900-1,02,800	Level - 14
71	Committee Clerk	42,600-1,09,800	Level - 15
72	Assistant Librarian	42,600-1,09,800	Level - 15 with minimum pay at Rs. 48,000/-
	P.A., Grade-A	56,100-1,44,300	Level - 16
73	P.A., Grade-A (1st 50%)	56,100-1,44,300	Level - 16
74	Stamp Reporter / Addl. Stamp Reporter	56,100-1,44,300	Level - 16
75	System Analyst(Programming)	56,100-1,44,300	Level - 16
76	System Analyst(Hardware & Networking))	56,100-1,44,300	Level - 16
77	Librarian	56,100-1,44,300	Level - 16
78	Protocol Officer	56,100-1,44,300	Level - 16
79	Superintendent Grade-I	56,100-1,44,300	Level - 16
80	Special Officer	56,100-1,44,300	Level - 16
81	Interpreting Officer (Court)	60,300-1,55,500	Level - 16A
82	Assistant Court Officer	60,300-1,55,500	Level - 16A with minimum pay at Rs. 60,300/-
83	Assistant Registrar (Court)	56,100-1,44,100	Level - 16 with minimum pay at Rs. 57,800/-
84	Assistant Registrar (Court Recording)	60,300-1,55,500	Level - 16A with minimum pay at Rs. 60,300/-
85	Assistant Registrar	56,100-1,44,300	Level - 16 with minimum pay at Rs. 57,800/-
86	Assistant Registrar (Direct Recruit)	60,300-1,55,500	Level - 16A with minimum pay at Rs. 60,300/-
87	Officer-on-Special Duty (Selection by the Hon'ble C.J. From the employee)	67,300-1,73,200	Level - 17
88	Assistant Master & Referee	67,300-1,73,200	Level - 17
89	Registrar-in-insolvency	67,300-1,73,200	Level - 17
90	Deputy Registrar (Court)	67,300-1,73,200	Level - 17
91	Deputy Registrar	67,300-1,73,200	Level - 17
92	Senior Programmer	67,300-1,73,200	Level - 17
93	System Manager	1,23,100-1,91,800	Level - 21
94	Joint Registrar-cum-Additional Secretary to the Hon'ble Chief Justice	1,23,100-1,91,800	Level - 21
95	Joint Registrar-cum-Secretary to the Hon'ble Chief Justice	1,23,100-1,91,800	Level - 21
96	Master & Official Referee	95,100-1,48,000	Level - 19
		95,100-1,48,000	Level - 19 with minimum pay at Rs. 1,20,400/-
97	Senior Master & Official Referee	95,100-1,48,000	Level - 19
		95,100-1,48,000	Level - 19 with minimum pay at Rs. 1,20,400/-
98	Joint Registrar	1,23,100-1,91,800	Level - 21
99	Registrar	95,100-1,48,000	Level - 19
	On completion of 20 years of service in this Court	1,28,900-2,01,000	Level - 24

**STATEMENT SHOWING THE REVISED BUDGET ESTIMATE UPTO
05.01.2026 & ACTUAL EXPENSES INCURED UP TO 05.01.2026
(FINANCIAL YEAR 2025-26)**

PARTICULARS		REVISED ESTIMATE 2025-2026	TOTAL EXP. INCURRED Till Date. (05.01.2026) (Rs.)
		(Rs.)	
NP- Non-Plan			
Name of the Scheme			
01- Salaries :			
01- Pay		1,00,00,00,000	684951360
02- Dearness Allowances		22,00,00,000	132783560
03- House Rent		12,00,00,000	83654077
07- Other Allowances		26,00,00,000	113758635
12- Medical Allowances		50,00,000	1477484
14- Grade Pay		3,00,000	36000
04- Ad-hoc Bonus		48,00,000	4488000
05- Interim Relief		8,50,000	0
11- Compensatory Allowances		8,50,000	421587
02- Wages		8,00,00,000	58075777
07- Medical Reimbursement		40,00,000	2737055
11- Travel Expenses		20,00,000	1540326
12- Medical Reimburse under WBHS,2008		1,50,00,000	11048804
13- Office Expenses :			
01- Electricity		4,00,00,000	26864890
02- Telephone		1,25,00,000	8704183
03- Maintenance/P.O.L. for Office Vehicles		4,00,00,000	26827433
04- Other Office Expenses		11,00,00,000	37230416
16- Publications		33,10,00,000	16626483
19- Maintenance- Judges library		2,50,000	684200
28- Payment for Professional & 02 Special Service		80,00,000	6825830
50- Other Charges		3,40,00,000	22353043
77- Computerisation		3,30,00,000	21171086
	T O T A L	2,32,15,50,000	1,24,10,89,143