

SUPREME COURT OF INDIA – REGISTRY

STRENGTH

There are 2271 posts on the establishment of the Supreme Court Registry which includes 1743 permanent posts. The breakup of the sanctioned staff is 289 gazetted officers, 1122 non-gazetted officials and 860 non-clerical staff.

STEPS TAKEN IN RECENT TIMES FOR TONING UP OF ADMINISTRATION:

1. Necessary training and guidance imparted to the members of the staff i.e. AR-cum-PSs / Private Secretaries / Sr. Personal Assistants / Personal Assistants for sharpening the stenographic skills, Senior Court Assistants / Court Assistants / Junior Court Assistants with regard to practice and procedure and Supreme Court Rules, 2013, Leave Rules, FRSR, GFR, Practice & Procedure regarding Purchase of Stores and Procurement of Services, improve Managerial skills & efficiency, Legal Representatives. Interactive training session to newly promoted departmental Junior Court Assistants.

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 litigants and public, Advocates and media persons and provided 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.* to prevent sexual harassment of working women, a five members Complaints Committee was constituted to receive and enquire into complaints of sexual harassment of women employed in the Supreme Court Registry. Subsequently, the Complaints Committee constituted under *Vishaka* guidelines has been converted into “Internal Complaints Committee” in terms of Section 4 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

4. **Right to Information Act, 2005**-Under the Right to Information Act, 2005, 3809 applications were received by the Central Public Information Officer [Additional Registrar w.e.f. 01.04.2016 to 31.03.2017, and all such applications have been responded to by the authority.

Further, 460 First Appeals were received during the aforesaid period by the First Appellate Authority [Ld. Registrar], out of which 443 First Appeals have been disposed of.

FACILITIES AVIALBLE IN SUPREME COURT

(i) Court fee Vendors :

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

The E-Stamping or E-court fee collection is operational in the Supreme Court of India w.e.f. July, 2014. E-Stamping system is an electronic mode of collecting stamp duty on behalf of Government. It is fully a web based system.

(ii) Passes :

If a party to the case wants to remain present at the time of hearing of the case, he/she has to get a request form forwarded from his/her Advocate-on-Record and then submit it along with a proof of his/her identity at the reception counter of the Supreme Court, which will issue a pass for attending the court room 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/her matter is listed on that date. Photo entry passes are now being issued to the parties as well as to other visitors.

(iii) Medical Facilities:

A First Aid Post, having a Dental Clinic, a Physiotherapy Unit and a Pathology Lab is 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, Orthopedic Surgeon, Dermatologist and Dental Surgeons are also available on a regular basis.

In the year 2015, a Delhi Government Health Center/ Advocates Dispensary started in the Supreme Court compound near Gate-B for Advocates, litigants and Visitors etc & it is effectively functioning.

(iv) Railway Reservation Counter :

A computerized Railway Reservation Counter opened by the Northern Railways in the Supreme Court premises and facility of reservation is available not only to Hon'ble Judges, Staff and Advocates but also to General Public/litigants.

(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.

A Cafeteria for litigants has also been made operational for the use of Advocates' and Litigants from March, 2017.

(vi) Post Office :

A Post Office is functioning in the Supreme Court Complex since 1958 and is also being used by outside agencies and general public. The Court Fees of Re. 1/- to Rs. 2/- are also being sold to Lawyers and litigants.

(vii) Bank :

A branch of UCO Bank has been functional in the Supreme Court premises since 1984 and banking Services including ATM facility to all its account holders and those desirous of transacting through the Bank are available.

In the year 2014, fully automatic E-lobby of UCO Bank was setup within the Supreme Court premises with latest machines enabling customers to make cash deposits, cheque deposits, update passbook and cash withdrawals using these machines without approaching the Bank officials.

(viii) Supreme Court Museum :

It was in the year 1994 when a need was felt to setup a Museum of the Supreme Court of India, to preserve, protect and display for general Public, the rare objects, artefact's, manuscripts, , old Documents, files and Photographs etc. depicting legal heritage and growth of our Justice Delivery System. It took almost ten years to convert the need into reality and the Supreme Court Museum was inaugurated on 6th April 2004 for general public as a unique *center of Informal Learning of Our Judicial heritage*.

A single pillared round building housing the Museum is located within the premises of the Supreme Court of India on Northern side and, has two galleries of 5000 square feet built up area on each floor.

The Museum is divided into two permanent galleries viz.; "*Development of Justice System in India*" and gallery of "*The Supreme Court of India*". The first gallery deals with the history of Indian Legal & Judicial System from ancient period to British time; whereas second gallery portrays the Federal Court of India and the Supreme Court of India.

The Museum shows all the artefact's/objects relating to Indian legal & Judicial System of different historical time periods, which includes *manuscripts, copper plates, maces & oars, old books on 'Dharmashastra' & Kautilya's 'Arthashastra', Court furniture, Judge wigs & costumes, landmark Judgments & photographs* of Hon'ble retired the Chief Justices of India and Judges of the Apex Court etc.

To give the visitors , a brief idea of legal & Judicial history of India and its administration, Museum projects the documentary films on different issues like "*50 years of Supreme Court & the Evolution of Law in India*", "*Supreme Court of India*", "*Our Constitution*", "*Truth alone I uphold*", "*Parliament of India*", "*Witness to our Constitution*", "*The People of India*", & "*Institution of Democracy*" etc.

In previous years to enhance the collection of the Museum, hundreds of new artefact's & objects of legal and Judicial matters were collected, & as a part of up gradation the Museum was facilitated with new *mini auditorium, LED lights, Tea & Coffee Center, Kiosk and Smart LED TV* (for projection of different subjects and information) and few souvenirs on sale. During this period an exercise to increase the footfall of visitors was also done, through which the Museum has received tremendous crowd from schools, colleges and general public.

The Supreme Court Museum, therefore, provides not only a glimpse of legal and judicial heritage of India but also above mentioned facilities under one roof.

(ix) Scanning of old records :

(a) Till date approximately 2 crores and 62 lakhs pages of disposed of cases have scanned by the scanning agency.

(b) To implement the procedure of paperless courts, scanning of fresh matters listed in first nine courts has been initiated. The Hon'ble Judges are able to peruse the said fresh matters on WACOM interactive devices installed in the courts.

Supreme Court has gone for digitization/scanning of all old judicial 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 documents quickly, to make the scanned documents centrally available on intranet and to eliminate the need of 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 before him 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-Alerts:

SMS alerts and e-mail alerts has been made functional about the Filing of Case, Listing of Case, Defects Notifications etc. Office Reports are being transferred electronically via e-mail to concerned Advocate on Record. The following table shows the e-services being offered to AORs and registered users.

S. No.	Service	E-mail	SMS	AOR	Registered Litigant/User
1.	Filing of case	√	√	√	√
2.	Registration of Case	√	√	√	√
3.	Listing of case	√	√	√	√
4.	Defects Notification	√	√	√	√
5.	Customized cause list	√	×	√	×
6.	PDF Cause list	√	×	√	√
7.	Office Report	√	×	√	×
8.	Caveat Matching	×	√	√	√
9.	Certified Copy Request	×	√	√	√
10.	E-filing Case Registration	√	√	√	√

(xi) Public Relations Officer:

A full time Public Relations Officer is now available in the Supreme Court to respond to inquiries 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) and 09868242903(M)