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Part III—Section 1(b)

**Service Rules including Adhoc Rules, Regulations, etc.,
issued by Secretariat Departments.**

NOTIFICATIONS BY GOVERNMENT

HOME DEPARTMENT (Courts-V)

MADRAS HIGH COURT, COURT MANAGERS (APPOINTMENT AND CONDITIONS OF SERVICE) RULES, 2026

[G.O. Ms. No. 175, Home (Courts-V), 8th May 2026, சித்திரை 25, பராபவ, திருவள்ளுவர் ஆண்டு-2057.]

No. SRO B-22(a)/2026.

In exercise of the powers conferred by clauses (1) and (2) of Article 229 of the Constitution of India and of all powers, hereunto enabling and in supersession of all the existing rules to regulate the appointment and other conditions of service of the Court Managers, the Chief Justice of the High Court of Madras, with the approval of the Governor of Tamil Nadu, hereby makes the following rules, namely:-

RULES

1. Short title, commencement and application.- (1) These rules may be called the Madras High Court, Court Managers (Appointment and Conditions of Service) Rules, 2026.

(2) They shall come into force on the date of their publication in the *Tamil Nadu Government Gazette*.

(3) They shall apply to all persons in the High Court, Madras and the Subordinate Courts in the State of Tamil Nadu appointed as Court Managers under the grant sanctioned as per the 13th Finance Commission by the Union of India and as per G.O.(Ms.)No.507, Home (Courts-V) Department, dated 05.07.2012.

(4) They shall also apply to all persons appointed in the High Court, Madras and Subordinate Courts in the State of Tamil Nadu to the post of Court Manager.

2. Definitions.- In these rules, unless the context otherwise requires,—

(a) “Appointing Authority” means the Registrar General of the Madras High Court;

(b) “Chief Justice” means the Chief Justice of the Madras High Court or any Judge acting as such;

(c) “Court Manager” means a person appointed as Court Manager under these rules;

(d) “District Court” means the Courts established in various judicial districts in the State of Tamil Nadu under the jurisdiction of the Madras High Court;

(e) “District Judge” means the Judge of the Principal Civil Court of original jurisdiction in a judicial district;

- (f) "Governor" means the Governor of Tamil Nadu;
- (g) "High Court" means the Madras High Court;
- (h) "Judicial District" means the territorial area over which a District Court exercises jurisdiction;
- (i) "Service" means "the High Court and District Court Manager Service" for the State of Tamil Nadu;
- (j) "State" means the State of Tamil Nadu;
- (k) "Registrar General" means the Registrar General of the Madras High Court;
- (l) "Registrar" means and includes the Additional Registrar General, Madurai Bench of the Madras High Court and other Registrars of the High Court of Madras, nominated by the Chief Justice, from time to time, both at the Principal seat and its Bench at Madurai.

3. Constitution.- The service shall consist of the post Court Manager and shall constitute a separate class of service.

4. Strength of service.- The cadre strength of the service on the date of commencement of these rules shall be as specified in column 2 of the Table in Schedule II:

Provided that the number of posts of the Court Manager may be varied by the Government with the concurrence of the High Court, as and when necessary.

5. Appointing Authority.- The appointing authority for the post of Court Manager shall be the Registrar General of the High Court of Madras, subject to the control of the Hon'ble Chief Justice.

6. Method of recruitment.- Recruitment to the post of Court Manager shall be made by the Appointing Authority by direct recruitment in accordance with the rules prescribed in this regard under the Madras High Court Service Rules, 2015:

Provided that the Hon'ble Chief Justice or any person nominated by him, may permit the Court Managers serving on temporary basis, as on the date of the commencement of these rules, to be absorbed as against a permanent vacancy, as a one time measure.

7. Age.- No person shall be appointed as a Court Manager, if he is less than 25 years of age or is more than 35 years of age, as on the first day of July of the year in which the vacancy is notified and does not possess the educational qualifications or experience, as prescribed under the notification:

Provided that the upper age limit for candidates belonging to Schedule Castes, Schedule Tribes, Backward Classes and Most Backward Classes shall be 38 years, as on the first day of July of the year in which the vacancy is notified:

Provided further that the upper age limit, for candidates belonging to Ex-serviceman and persons with disabilities, shall be 45 years, as on the first day of July of the year in which the vacancy is notified.

8. Qualification for appointment.- No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he possesses the following qualifications:-

- (i) Bachelor Degree in any stream with Masters in Business Administration or Advanced Diploma in General Management from a University or Institution in India, established or incorporated by or under a Central Act or State Act or an institution recognised by the University Grants Commission; and

Note:

The educational qualifications prescribed for the post should have been obtained in the order of study viz. 10th standard/ SSLC + HSC or its equivalent + Bachelors Degree + Masters in Business Management.

- (ii) Experience for a period of not less than 5 (five) years in Process Management or IT Systems Management or Human Resources Management or Financial Management; and/or:
- (iii) Must have good computer application skill and/or has at least 6 months diploma in Computer Application.

9. Other qualifications.- The Court Manager shall possess adequate knowledge to read, write and speak in English and Tamil.

10. Disqualification.- (1) No person shall be eligible for appointment and confirmation to this service: -

- (a) unless he is a citizen of India;
- (b) unless his conduct, character and antecedents are good and suitable in all respects for appointment to the service;

- (c) if he has more than one spouse living or has entered into or contracted marriage with another person or is living in relationship with any person;
- (d) who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral by any other means, or through any person of influence or officers of Government or High Court;
- (e) if he was dismissed or removed on stigmatic termination of service by Central Government or State Government or Union Territories or any High Court or Statutory body or Local Authority;
- (f) if he has been convicted/acquitted or discharged or FIR/Charges against him quashed in respect of any offence involving moral turpitude or who is or has been temporarily or permanently debarred or disqualified by the High Court or the Union/ State Public Service Commissions or a Statutory Regulatory Body or by any recruiting or examination conducting authority, board or commission from appearing in examinations or selections conducted by it, which in the opinion of the High Court, renders him unsuitable.
- (g) if he is involved in the impersonation of a candidate or makes or submits forged documents in support of his candidature or conceals any material information or provides false information at any stage of selection, which in the opinion of the High Court, renders him unsuitable for appointment.

11. Reservation in appointment.- Section 27 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016 (Tamil Nadu Act 14 of 2016) and section 34 of the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016) shall apply for appointment to the post of Court Manager:

Provided that four percent of vacancies shall be reserved for the following persons with 'benchmark disabilities', namely:

- (i) One percent for the persons in the following category of disabilities under the category of 'Locomotor disability' (as defined in the schedule appended to the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016)):
 - (a) Locomotor disability of one arm, one leg and both legs;
 - (b) Leprosy cured person;
 - (c) Dwarfism;
 - (d) acid attack victims;
- (ii) One percent for the persons with 'low vision' under the category of 'Visual impairment' (as defined in the Schedule to the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016));
- (iii) One percent for persons who are 'hard of hearing' under the category of 'Hearing Impairment' (as defined in the Schedule to the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016));
- (iv) Remaining one percent for the persons mentioned in the above clauses (i), (ii) and (iii) above, on rotation basis.

Explanation: The roster points meant for the candidates with benchmark disabilities mentioned in clauses (d) and (e) of sub-section (1) of section 34 of the Rights of Persons with Disabilities Act, 2016 (Central Act 49 of 2016), shall be allotted to the candidates in categories (i) to (iii) mentioned above, in the same order:

Provided further that the candidate who perform the following physical activities alone are eligible:

- (a) Work Performed by Sitting - S
- (b) Work Performed by Standing - ST
- (c) Work Performed by Writing - W
- (d) Work Performed by Seeing - SE
- (e) Work Performed by Hearing - H
- (f) Work Performed by Reading and Writing – RW
- (g) Communicating (Communicating would also include verbal or non-verbal communication) - C

The candidates selected under the above categories shall be required to undergo medical examination and produce medical fitness certificate in the prescribed format that their disability would not interfere in their efficient performance of duties.

12. Physical fitness.- (1) A candidate for direct recruitment shall be of sound health, both mentally and physically and shall not have any infirmity which is likely to interfere with the efficient performance of his duties.

(2) The candidate shall be required to undergo medical examination and produce medical fitness certificate in the prescribed format before appointment to the service.

13. Posting and Transfer.- The Court Managers can be transferred throughout the State of Tamil Nadu, at any point of time, in public interest and/or on administrative grounds.

14. Seniority.- (1) The seniority of direct recruits appointed after commencement of these rules shall be placed below all the personnel absorbed as per proviso to rule 6, irrespective of the dates of their absorption. However, the inter-se seniority of the direct recruits shall be as per their order of merit.

(2) The inter-se seniority of the personnel absorbed as per proviso to rule 6 shall be in the order of merit, as determined by the Hon'ble Chief Justice or any person nominated by him.

(3) The period of service rendered by the personnel, prior to appointment as against the permanent post, cannot be taken into consideration for any purpose including for claim of service benefits like arrears of pay, pension or other benefits, other than those expressly provided for under the relevant rules.

15. Duties and responsibilities.- (1) The Court Manager posted in the Principal Seat and Madurai Bench, shall assist the Registrar General, Additional Registrar General and other Registrars in the Principal seat and Madurai Bench of the High Court of Madras. The Court Manager posted in the Subordinate Courts in the State of Tamil Nadu shall assist the Principal District Judge and other Judges of the respective Judicial District and also co-ordinate with the High Court.

(2) The Court Manager shall maintain professional secrecy and shall not divulge any information which may come within his knowledge, to anyone under any circumstances. Breach of this condition shall amount to misconduct.

(3) The Court Manager shall perform the duties as specified in Schedule-I appended to these rules. The duties specified therein are only indicative and not exhaustive.

(4) In addition to the duties specified therein, the Court Manager shall also perform such other duties as may be assigned to him, from time to time, by the authority concerned.

16. Pay and Allowances.- The Court Manager shall be entitled to draw pay in accordance with Schedule-II appended to these rules and they shall be granted stagnation increment and bonus increment as applicable to State Government Employees drawing pay in Level 24 and above as per G.O.(Ms.) No.303, Finance (Pay cell) Department, dated 11.10.2017.

17. Probation/Confirmation/Discharge.- (1) Every person appointed to the Service shall be on probation for a total period of two years on duty within a continuous period of three years:

Provided that the period of probation may, for good and sufficient reason, be extended by the appointing authority, which shall not, in any case, exceed a period of 3 (three) years.

(2) On completion of the period of probation, orders declaring completion of probation shall be issued by the appointing authority.

(3) Notwithstanding anything contained in sub-rule 1 and 2, the appointing authority may, at any time, during the period of probation, discharge from service, a probationer on account of his unsuitability for the service.

18. Disciplinary Authority.- (1) The Court Managers posted in the Principal Seat and Madurai Bench of the High Court of Madras shall be under the control of the Registrar General, High Court, Madras. The Court Managers working in the Subordinate Courts in the State of Tamil Nadu shall be under the control of the Principal District Judge / District Judge/Chief Judge of the District concerned.

(2) The disciplinary proceedings shall be governed by the Tamil Nadu Civil Services (Discipline and Appeal) Rules.

(3) The disciplinary authority for imposing major penalties on the members of this service shall be the Registrar General of High Court of Madras. However, minor penalties may be imposed by the Registrar General/ Principal Judge/ Principal District Judge/District Judge/Chief Judge of the District, as the case may be.

19. Applicability of other Rules and Acts.- Subject to these rules, the Madras High Court Service Rules, 2015, as applicable to the employees of the High Court under the rule making power of the Hon'ble Chief Justice, shall be applicable to the members of this Service, on all matters, which are not specifically provided under these rules, including rule 26.

20. Removal from service/Compulsory retirement.- The High Court shall review the performance of a member of this service on completion of 15 years of service/ on attaining 50 years (or) 55 years, whichever is earlier. On such review, if the High Court is of the opinion that, it is in public interest so to do, it shall have the right to remove/compulsorily retire a member from service, by giving him notice of not less than three months in writing or three months pay and allowances, in lieu of such notice.

21. Interpretation of Rules.- Whenever any difficulty or doubt arises in applying and/or interpreting these Rules, the decision of the Chief Justice thereon shall be final.

22. Inherent Powers of the Chief Justice.- (1) Nothing in these rules shall be construed to limit or abridge the power of the Chief Justice to deal with the case of any member of the Service or any person to be appointed to the Service in such manner as may appear to him to be just or equitable:

Provided that the case of any member of the Service shall not be dealt with in any manner less favourable to him.

(2) The Chief Justice may, from time to time, alter, amend or repeal any of these rules in full or any portion thereof and make such further rules, as he may deem fit in regard to all matters herein provided or matters incidental or ancillary to these rules or in regard to matters which have not been provided or sufficiently provided for, in these rules:

Provided that any orders relate to salaries, allowances, leave or pension of the employees of the High Court such orders shall be made with the approval of the Governor.

23. Repeal and Savings.- The rules governing the post of Court Manager, which are in force immediately before the commencement of these rules, are hereby repealed:

Provided that, all orders made or action taken under the rules so repealed or under any general orders ancillary thereto, shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

SCHEDULE-I.

[See rule 15 (3)]

Court Managers posted in the Judicial Districts in the Subordinate Courts of Tamil Nadu, shall perform the following duties:-

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.

IX. Duties of the Court Manager appointed at the Madras High Court or Madurai Bench of the Madras High Court shall be as follows.-

- (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 case 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 shall ensure that the core systems of the Court, such as, documentation management, utilities management, computerization, infrastructure and facilities management, financial systems management function effectively.
- (4). The Court Manager shall ensure that Human Resource Management of Ministerial Staffs in the Court comply with Human Resource Management standards established by the High Court.
- (5). The Court Manager shall assist the Registrar General or Registrars in the arrangement of swearing-in ceremonies of the Chief Justice and the Judges.
- (6). The Court Manager shall assist the Registrar General/Registrar in organizing Independence Day and Republic Day functions.
- (7). The Court Manager shall assist the concerned Registrar in the matter of infrastructure development of the High Court.
- (8). The Court Manager shall assist the Registrar concerned in file tracking and management of all judicial records from the stage of filing to the stage of consignment of the record to the record room.
- (9). The Court Manager shall assist the Registrar concerned for monitoring and maintaining cleanliness and discipline.
- (10). The Court Manager shall assist the concerned Registrar or any other Registrar in preparation of the telephone directory of the High Court.
- (11). The Court Manager shall assist the concerned Registrar in monitoring the matters relating to infrastructure of the Courts, residential quarters, guest house etc.
- (12). The Court Manager shall assist the Registrar/Central Project Coordinator for implementation of the activities and schemes of e-court project.
- (13). The Court Manager shall monitor and ensure that Case Information System (CIS) is functioning properly.
- (14). The Court Manager shall monitor uploading of the judgments and orders of the Courts in the website without any delay.
- (15). The Court Manager shall furnish necessary feedback regarding the institution or disposal of cases as required in the National Judicial Data Grid.

SCHEDULE-II.

[See rules 4 and 16]

<i>Name of Post (1)</i>	<i>No. of posts (2)</i>	<i>Level of Pay in the Pay Matrix (3)</i>
Court Manager	35	Level 25 (Rs.59,300 - 2,17,600)

K.MANIVASAN,
Additional Chief Secretary to Government.