

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM, AND ARUNACHAL PRADESH)

**ORDER**

Dated Guwahati, the 2<sup>nd</sup> June, 2017

**No.HC.V-22/2016(Pt)/519/Estt#####**In the interest of Office administration and in supersession of all previous order(s), all the Officers and Staff of this Registry are hereby directed to adhere to the following points while praying for Leave.

1. All columns of the application for leave shall be duly filled up by the applicant and shall be forwarded to the Establishment Section by the Controlling Officer/Administrative Officer (Judicial)/Court Officer with recommendation. Officers and staff on return must report his/her joining to the Authority in writing forthwith and it shall be forward to the Establishment Section by the Controlling Officer. [SR 99, 100]. An employee on leave may not return to duty before the expiry of the period of leave granted to him/her, unless he/she is permitted to do so by the Authority which granted him/her leave. [FR 72].
2. The Officers in the rank of Joint Registrar, Deputy Registrar, Assistant Registrar, Special Officer (Translation Wing) and Librarian-cum-Research Officer shall submit their applications for leave, including Casual Leave, to the Registrar General through the concerned Registrar/Joint Registrar well in advance, so that substitute arrangement, if necessary can be made.
3. Application for Earned Leave/extension shall be made to the Authority competent to grant such leave or extension through the immediate superior in the prescribed format. The applications shall be submitted fairly in advance by the incumbents, preferably 07 (seven) days prior to availing leave. In case of absence due to sudden illness the incumbent should inform his/her controlling Officer without delay and formal application for leave shall be submitted immediately thereafter.
4. Application for Leave on medical ground should necessarily be accompanied by the advice of a Registered Medical Practitioner and he/she shall not return to duty without first producing a medical certificate of fitness in such form as prescribed by Rules.[FR 71]
5. The Employees shall take prior permission for Casual Leave on account of anticipated causes. In case of absence from duty due to sudden illness or some unforeseen circumstances, incumbents should inform his/her Controlling Officer immediately stating the nature of sudden emergency and Casual Leave should be applied for upon joining.
6. Child Care Leave (CCL) applications are to be submitted well in advance before availing leave along with supporting documents, such as, birth certificate, medical certificate and examination routine etc. of their wards. This will be subject to fulfilment of conditions laid down in the notification No.FEG.11/2013/Pt-II/28 dated 21.07.2015 issued by the Finance (Estt-A) Department, Government of Assam.

It is to be made clear that leave cannot be claimed as of right. Decision to refuse or revoke leave of any description is reserved to the Authority empowered to grant it.

By order,

*GdI-*

**REGISTRAR GENERAL**

Copy for information and necessary action to:-

1. The Registrar (Vigilance/Admn/Judl/Estt), Gauhati High Court, Guwahati.
2. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Registrar, Gauhati High Court, Kohima Bench, Kohima/Aizawl Bench, Aizawl/Itanagar Permanent Bench, Naharlagun.
4. The Joint Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati/.
5. The Dy. Registrar \_\_\_\_\_, Gauhati High Court, Guwahati
6. The Assistant Registrar, \_\_\_\_\_, Gauhati High Court, Guwahati.
7. The Assistant Registrar, (Estt), Gauhati High Court, Guwahati with a direction to inform all the Stenographers.
8. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
9. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
10. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
11. The Pvt. Secy. to Hon'ble Mr./Mrs. Justice \_\_\_\_\_, Gauhati High Court, Guwahati.
- ✓ 12. The System Analyst, Gauhati High Court, Guwahati with a request to upload this order in the High Court website.
13. The A.O.(J) \_\_\_\_\_, Gauhati High Court, Guwahati/with a direction to bring the above direction to the notice of subordinate staff under their administrative control.
14. The A.O.(J) (Bench), Gauhati High Court, Guwahati with a direction to inform all the Court Masters.
15. The Court Officer No. I and II, Gauhati High Court, Guwahati with a direction to inform all the Grade-IV staff.
16. The CA to the Registrar General, Gauhati High Court, Guwahati.
17. High Court notice board (Old/New Block).
18. The Order File.

  
**REGISTRAR GENERAL**

02-06-2017.  
2/6/17