

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

NOTICE

Dated Guwahati the 3rd January, 2015

No. HC.V- 97/2014/1036 /Estt. ## In continuation to this Registry's earlier Notice No. HC.V-97/2014/981/Estt dtd. 5.12.2014, all the officers and staff, below the rank of Deputy Registrar of this Registry, are directed to register their attendance (both **IN** and **OUT**) by Biometric Finger Print Time Attendance-cum- Access Control System with effect from 5th January, 2015.

It may be noted that forfeiture of one day's casual leave will ordinarily be the penalty for 3(Three) days late attendance irrespective of whether such attendance is consecutive or not. Whenever any staff leaves office during office hour, even if on duty, they must obtain prior permission from the Administrative Officer (J)/ Section Head and register his/her departure through biometric finger print. The Administrative Officer (J)/ Section Head shall also maintain a register in this regard mentioning the name of the staff, purpose, time of departure and arrival etc. without fail.

The Deputy Registrar (Admn-I) and Assistant Registrar (Admn-I) shall inspect such registers in the Old Block and Deputy Registrar (Judl-III) and Assistant Registrar (Admn-II) shall inspect such registers in the New Block and submit their report once in a month to Registrar (Admn) through Joint Registrar (Admn-I).

sd/-

REGISTRAR (ADMN)

Memo No. HC.V- 97/2014/1036A-R/Estt. #### Dated 3.1.2015

Copy for information and necessary action to :-

1. The Registrar (Vigilance)/ Judl.), Gauhati High Court, Guwahati.
2. The Registrar cum Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Joint Registrar (_____), Gauhati High Court, Guwahati/In-charge of Stenographers with a request to inform all the Stenographers in this regard.
4. The Dy. Registrar _____, Gauhati High Court, Guwahati
5. The Assistant Registrar, _____, Gauhati High Court, Guwahati.
6. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
7. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
8. The Librarian- cum- Research Officer, Gauhati High Court, Guwahati.
9. The Pvt. Secretary to Hon'ble Mr./Mrs. Justice _____, Gauhati High Court, Guwahati.
10. The System Analyst, Gauhati High Court, Guwahati with a request to upload this order in the High Court website.
11. The A.O.(J) _____, Gauhati High Court, Guwahati./In-charge of Court Masters with a request to inform all the staff/Court Masters in this regard.
12. The Court Officer No. 1 and 2, Gauhati High Court, Guwahati with a request to inform all the Grade-IV staff in this regard.
13. The Chief Security Officer, Gauhati High Court, Guwahati.
14. The Court Manager, Gauhati High Court, Guwahati. He shall attend to any complaint regarding non-registering of attendance in the Biometric Finger Print Access Control System.
15. The CA to the Registrar General/Registrar (Vigilance), Gauhati High Court, Guwahati.
16. The PS to Registrar (Admn.)/Registrar (Judicial), Gauhati High Court, Guwahati.
17. High Court notice board.
18. The Order File.

sd/-
31/1/15
REGISTRAR (ADMN)

sd/-
31/1/15