

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

**NOTIFICATION**

Dated Guwahati, the 3<sup>rd</sup> November, 2016

**No.HC.V-97/2014/ 868 /Estt##** For proper monitoring of the attendance and maintaining punctuality of the Officers and staff of this Registry the following arrangements have been made.

1. All the Officers and staff (upto the rank of Assistant Registrar) shall put their signature in the respective Attendance Registers maintained in their respective section/office. They shall also register their attendance in the Biometric Finger Print Time Attendance System installed in both the High Court building.
2. The upgraded Biometric System will be operational w.e.f. 7.11.2016.
3. All the AOJs/In-charge of the Sections shall be responsible for strict enforcement of punctuality of the staff under their control.
4. All Ushers/Head Ushers/Grade-IV staff (who are not attached in any Section) shall record their attendance in the Register maintained by Court Officer No.II.
5. All the Officers and staff of the Computer Section shall record their attendance in the Register maintained by Registrar (IT).
6. All the Court Masters shall record their attendance in the Register maintained by the In-charge of Court Masters.
7. All Chauffeurs shall record their attendance in the Register maintained by Joint Registrar (Protocol).
8. Court Officer No.I shall monitor the punctuality of the Court Attendants/Grade-IV staff posted in Bungalows/attached Peons. Court Officer No.I shall report to the undersigned.
9. All the Stenographers shall record their attendance in the Register maintained by Assistant Registrar (Estt). Whenever any Hon'ble Judge is out of station, the Stenographers who are not accompanying Hon'ble Judge shall record their attendance in the Register maintained by Assistant Registrar (Estt). The Assistant Registrar (Estt) shall also be responsible for ensuring punctuality by all the Private Secretaries.
10. All the Assistant Registrars shall daily visit the respective Sections under their control, in between 10 to 10.20 AM, for monitoring the punctuality. This time may also be utilized for discussing various issues, concerning the said

Section, with the respective staff and AO(J)s. The Assistant Registrars shall report to the concerned Deputy Registrars/ Joint Registrars/ Registrars.

11. The Joint Registrar (Admn.), and in his absence Joint Registrar (Estt) shall monitor the Attendance Registers of all the Officers and Staff, and shall report to the undersigned.
12. Forfeiture of a day's Casual Leave will ordinarily be the penalty for three days late attendance in a month, irrespective of whether such late attendance is consecutive or not.
13. Deputy Registrar (Admn.) shall monitor the attendance registered through the Biometric System and shall submit a report to the undersigned, in the first week of December 2016, regarding the effectiveness of the existing Biometric Attendance System.

By order,

Sd/-

**REGISTRAR (ADMN)**

**Memo No. HC.V- 97/2014/ 868A /Estt.**

**Dated 03.11.2016**

**Copy for information and necessary action to: -**

1. The Registrar (Vigilance/ Judl./Estt), 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.
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. Secy. 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.
12. The Court Officer No. I and II, 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.
15. The CA to the Registrar General/Registrar (Admn/Judl), Gauhati High Court, Guwahati.
16. High Court notice board (both Old and New Block).
17. The Order File

**REGISTRAR (ADMN)**