

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

**NOTIFICATION**

**Dated Guwahati the 7<sup>th</sup> February.2020**

**No.HC.V- 77/2011(Pt)/ 96 /Estt ##** In the interest of office administration and in supersession of all previous orders, all the Officers and staff of this Registry are hereby directed to be punctual in attending their duties.

All the Officers and staff are further directed to strictly adhere to the following instructions.

1. All the Officers and staff are directed to attend office by 10 AM positively.
2. All the Officers and staff (below the rank of Deputy Registrar) are directed to record their attendance in the concerned Attendance Registers by 10 AM.
3. The Deputy Registrar (Admn-II) shall look after the Attendance Registers of the Officers and staff of the Old block of the High Court.
4. The Joint Registrar (Admn-II) shall look after the Attendance Registers of the Officers and staff of the New block of the High Court.
5. The Special Officer (Translation Wing) shall look after the Attendance Register of the Officers/staff of the Translation Wing.
6. The In-charge of the Protocol Section shall submit the attendance/work report of the staff of the Section to the Registrar (Admn.) weekly.
7. The Court Officer No.-I shall look after the Attendance Register of the Grade-IV staff, who are not attached in any Sections/ Officers.
8. Attendance of the other staff, who are attached with the Officers, shall be looked after by the concerned Officer.
9. All the Administrative Officer (Judicial)/ In-charge of the Sections are directed to send the Attendance Register of the respective Sections to the chamber of the Joint Registrar (Admn-II)/Deputy Registrar (Admn-II) by 10.10 AM.

At 10.00 AM every day the AOJ/In-charge of the Section shall against an absentee staff/official put a line in RED in the place meant for putting signature by the official/staff in the Register, with his signature and time and immediately thereafter submit the Attendance Register to the Chamber of the Joint Registrar (Admn-II)/Deputy Registrar (Admn-II). The Joint Registrar (Admn-II)/Deputy Registrar (Admn-II) shall on receipt of the Register, put the time of receipt of the Register under his signature.

10. In case an official/staff comes to the office after 10.00 AM, where after a red mark has been affixed and signed by the concerned officer in-charge for the purpose, the official/staff will be required to mark his/her presence in the office of the Joint Registrar (Admn-II)/Deputy Registrar (Admn-II), as the case may be.
11. The Joint Registrar (Admn-II)/Deputy Registrar (Admn-II) shall also write the time of arrival below the red mark in respect of the late comers, who attend office after 10.00 AM.
12. Forfeiture of a day's Casual leave will be the penalty for three days late attendance i.e. registering attendance after 10.15 AM irrespective of whether such late attendance is consecutive or not, in a month.

By order

sdlr

**REGISTRAR GENERAL**

**Memo No. HC.V-77/2011/96A /Pt Estt**

**Dated 07.02.2020**

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

1. The Registrar (Vigilance)/ (Judl.)/(Admn.)/ (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 Deputy Registrar \_\_\_\_\_, Gauhati High Court, Guwahati
5. The In-charge Director, Law Research Institute, Gauhati High Court, Guwahati.
6. The Assistant Registrar, \_\_\_\_\_, Gauhati High Court, Guwahati.
7. The Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
8. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
9. The Librarian- cum- Research Officer, Gauhati High Court, Guwahati.
10. The Project Manager, Gauhati High Court, Guwahati with a direction to upload this  
✓ Notification in the High Court website.
11. The Pvt. Secretary to Hon'ble Mr./Mrs. Justice \_\_\_\_\_  
Gauhati High Court, Guwahati.
12. The A.O.(J) \_\_\_\_\_, Gauhati High Court, Guwahati.
13. The Chief Security Officer, Gauhati High Court, Guwahati.
14. The Court Officer No. 1 and 2, Gauhati High Court, Guwahati with a request to inform all the Grade-IV staff in this regard.
15. All the Court Masters, Gauhati High Court, Guwahati.
16. The Court Manager, Gauhati High Court, Guwahati.
17. The CA to the Registrar General/Registrar (Vigilance)/(Judl.)/Admn., Gauhati High Court, Guwahati.
18. The Caretaker, Judges' Guest House, Gauhati High Court, Guwahati.
19. The High Court Notice board (Old & New Building).
20. The Order File.

**REGISTRAR GENERAL**

7/2/2020