

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

NOTIFICATION

Dated Guwahati the 22nd September, 2022

No. HC.V-40/2020/ 665 /ESTT. #### It for information of all concerned that as per order of Hon'ble the Chief Justice, the existing procedure for marking manual Attendance register issued vide notification No.HC.V-77/2011(Pt)/96/Estt dated 07.02.2020 will be digitalized w.e.f 26.09.2022. Accordingly, the Registry is going to implement the "Online Attendance System" in respect of the Officers and Staff of the Principal Seat of the Gauhati High Court **w.e.f 26.09.2022.**

The maintaining of Manual Attendance Register shall be discontinued w.e.f 26.09.2022.

Accordingly, in continuation of the Registry's earlier order No. **HC.V-40/2020/963/Estt** dated 22.12.2020, all the Officers [below the rank of Deputy Registrar] and staff [including Grade-IV] are directed to mark their attendance in the present Web Based Attendance Management System w.e.f 26.09.2022, positively.

All the Officers and staff of this Registry are directed to follow the following instructions/guidelines for marking the online Attendance: -

1. All the Officers and staff, below the rank of Deputy Registrar shall record their attendance in the Web-based Attendance Management System by 10:00 AM with their respective login ID and password which had already been provided to them.
2. All the Administrative Officers (Judicial)/In-charge of the sections/Secretariat, In-charges of Sr. Private Secretaries/ Private Secretaries/ Sr. Personal Assistant and Court Masters shall check the marking of the online attendance in the "Employee Management System" of the respective Officers and staff under his/her control by 10:10 AM and put the remarks regarding their presence, absence, leave, off-duty etc., if any, by 10:10 AM positively.
3. Marking of online attendance after 10:15 AM shall be **treated as late attendance.**
4. The Joint Registrar (Admn-II) shall monitor the online attendance regularly in respect of the Officers and staff in the New Block and for the Old Block, the same shall be looked after by the Deputy Registrar (Admn-II) on a regular basis.
5. The Court Manager shall also examine the online attendance of the Officers and staff of both the New and Old Blocks regularly and shall submit a monthly section wise report to the Joint Registrar (Admn-II) for the New Block and Deputy Registrar (Admn-

- II) for the Old Block, in the prescribed format **[Annexure-I]** regarding the marking of attendance/late attendance etc., by the employees of this Registry.
6. On the basis of the report of the Court Manager, the Joint Registrar (Admn-II) and the Deputy Registrar (Admn-II) shall also submit a compiled report on monthly basis to the undersigned regarding late attendance/non-marking of online attendance etc., of the concerned Officers and Staff.
 7. Forfeiture of a day's Causal Leave will ordinarily 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 otherwise in a month.
 8. All the Officers/Administrative Officers (Judicial)/In-charge of the Sections/In-charge of the sections, In-charges of Sr. Private Secretaries/ Private Secretaries/ Sr. Personal Assistant and Court Masters are directed to bring the above instructions to the notice of subordinate Officers and staff under their administrative control and shall also ensure strict adherence of the same.
 9. The aforesaid online attendance system will be implemented only in respect of the Officers and Staff posted in the New and Old Blocks of this Registry at present.

In case of any difficulties faced for recording online attendance in the Web Based Attendance System, the Establishment Section may be informed.

Non-compliance of the aforesaid order shall be viewed seriously.

Further, the Grade-III Non-Ministerial and Grade-IV staff, who are attached with Officers/Courts/PS's Room/Pool and under the direct control of Court Officer-I and Court Officer-II are directed to record their attendance in the manual attendance register as per earlier practice for the timing till implementation of the "Face Recognition Module" for online attendance.

By Order

sd/

REGISTRAR (ESTT)

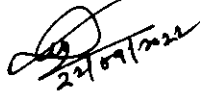
Memo No. HC.V-40/2020/66574/ESTT

Date: 22.09.2022

Copy for information and necessary action to:

1. The Registrar (Admn/Vigilance/Judl.), Gauhati High Court, Guwahati.
2. The Registrar cum Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
3. The Secretary, Gauhati High Court Legal Services Authority (Committee), Gauhati High Court, Guwahati.
4. The Joint Registrar _____, Gauhati High Court, Guwahati.
5. The Officer-on-Special Duty, Gauhati High Court, Guwahati.
6. The Deputy Registrar _____/ In-charge of Court Master, Gauhati High Court, Guwahati.
7. The Assistant Registrar, _____/In-charge of Private Secretaries, Gauhati High Court.
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 Project Manager, Gauhati High Court, Guwahati
(He is requested to upload the notification in the High Court website.)
12. The Court Manager, Gauhati High Court, Guwahati.
13. The Chief Security Officer, Gauhati High Court, Guwahati.
14. The Private Secretary to the Hon'ble Mr/Mrs Justice _____, Gauhati High Court, Guwahati.
15. The A.O.(J) _____, Gauhati High Court, Guwahati.
16. The Court Officer No. 1 and 2, Gauhati High Court, Guwahati.
17. The CA to the Registrar General, Gauhati High Court, Guwahati.
18. The High Court Notice Boards (Old and New Blocks), Gauhati High Court, Guwahati.
19. The Order File.


22/09/22

REGISTRAR (ESTT)

