

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

**NOTIFICATION**

Dated Guwahati, the 22<sup>nd</sup> December, 2014.

HC.XI-15/2012/ 602 /RC In exercise of powers conferred under Article 229 (1) & 229 (2) of the Constitution of India and as per Rule 14 of the Gauhati High Court (Appointment and Conditions of Service of Court Managers) (Assam) Rules, 2012, Hon'ble the Chief Justice (Acting) of the Gauhati High Court has been pleased to formulate the following policies for regulating *transfer, travelling allowances and leave* relating to the Court Managers appointed and posted in the Principal Seat of the Gauhati High Court as well as in the District Courts of Assam, *with immediate effect*.

**"TRANSFER**

*The Court Managers may be transferred from one District to another District or from the Principal Seat of the High Court to the Subordinate Courts and vice-versa by Hon'ble the Chief Justice of the Gauhati High Court.*

**TRAVELLING ALLOWANCES**

*The Court Managers shall be entitled to travel by A.C. Two Tiers while performing official journies by train. In case of other mode of transportation on official duty actual expenditure incurred will be reimbursed subject to production of vouchers.*

*On transfer, the Court Managers shall be entitled to reimbursement of actual expenditure incurred for travelling & carrying of personal as well as household belongings, on production of vouchers/receipts.*

*The Court Managers shall be entitled to draw an allowance of Rs.200/- (Rupees two hundred) only per day besides the actual expenses incurred in travelling, subject to production of vouchers in respect of actual expenditure incurred.*

**LEAVE**

1. *Court Managers shall be entitled to 12 (twelve) days Casual Leave in a Calendar Year.*
2. *Beyond 12 (twelve) days, the Court Managers will not be entitled to avail any other leave. However extra-ordinary leave (without remuneration) shall be granted under compelling circumstances like illness, death in family, marriage ceremonies in family etc.*
3. *Registrar General of the Gauhati High Court will be sanctioning authority for granting of leave to the Court Manager posted in the Principal Seat of*

*the Gauhati High Court and in the District Courts, the concerned District & Sessions Judge will be the leave sanctioning authority for Court Managers. The concerned District & Sessions Judge shall grant the leave with intimation to the Registrar General of the High Court.*

4. *No Court Manager shall leave the station for any period without obtaining prior permission from the Registrar General or the concerned District & Sessions Judge, as the case may be.*
5. *When a Court Manager, who is granted leave, is permitted to leave the place of work, he/she must furnish his/her leave address and contact number in details, where he/she would be staying during the period of leave.*
6. *The Granting Authority is empowered to grant leave, as said above, may refuse to grant, or revoke the leave even if granted at any time, if considered necessary depending on the facts and circumstances.*
7. *Unauthorized absence will be viewed seriously.*
8. *The Authority may, from time to time, add or omit the forgoing provisions as per future exigencies for smooth running of the administration."*

By order etc.

Sd/- P. Das

**I/C REGISTRAR GENERAL**

Memo No.HC.XI-15/2012/ 603-624 /RC, dated 22.12.2014.

Copy to :-

1. The Secretary General, Supreme Court of India, New Delhi-110201.
2. The LR & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati-6.
3. The Secretary to the Govt. of Nagaland, Department of Justice and Law, Kohima.
4. The Secretary to the Govt. of Mizoram, Law & Judicial Department, Aizawl.
5. The Secretary to the Govt. of Arunachal Pradesh, Law & Judicial Department, Itanagar.
6. The Registrar General, High Court of .....
7. The Registrar (Vigilance/Admn./Judl.), Gauhati High Court, Guwahati.
8. The Registrar -cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
9. The Registrar, Gauhati High Court, Kohima Bench, Kohima/Aizawl Bench, Aizawl.
10. The District & Sessions Judges, District & Sessions Judge, Kamrup (M), Guwahati / Barpeta / Nalbari / Darrang, Mangaldoi / Sonitpur, Tezpur / Lakhimpur, North Lakhimpur / Dhemaji / Dibrugarh / Tinsukia / Sivasagar / Jorhat / Golaghat / Nagaon / Morigaon / Cachar, Silchar / Karimganj / Hailakandi / Dhubri / Goalpara / Kokrajhar / Bongaigaon / Udalguri.

They are requested to circulate this notification amongst the Court Managers.

11. The Joint Registrar (.....), Gauhati High Court, Guwahati.
12. The Joint Registrar (.....), Gauhati High Court, Itanagar Bench, Naharlagun.
13. The Deputy Registrar (.....), Gauhati High Court, Guwahati.

14. The Deputy Director (Printing & Stationery), Assam Govt. Press, Guwahati.  
He is requested to publish the notification in the next issue of the official Gazette and send at least 5 (five) copies to the undersigned after publication.
15. The Assistant Registrar (.....), Gauhati High Court, Guwahati.
16. The Librarian -cum- Research Officer, Gauhati High Court, Guwahati.
17. The Court Manager, Gauhati High Court, Guwahati.
18. The PS to Hon'ble Mr. Justice ....., Gauhati High Court, Guwahati.
19. The PS to Hon'ble Mrs. Justice Dr. Indira Shah, Gauhati High Court, Guwahati.
20. The Systems Analyst, Gauhati High Court, Guwahati for uploading the above notification in the High Court Website.
21. The Administrative Officer (Judicial) ....., Gauhati High Court, Guwahati.
22. CA to the Registrar General, Gauhati High Court, Guwahati.

I/C REGISTRAR GENERAL

22/12/2014

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

**NOTIFICATION**

Dated Guwahati, the 22<sup>nd</sup> December, 2014.

HC.XI-15/2012/ 625 /RC In exercise of powers conferred under Article 229 (1) & 229 (2) of the Constitution of India and as per Rule 14 of the Gauhati High Court (Appointment and Conditions of Service of Court Managers) (Assam) Rules, 2012, Hon'ble the Chief Justice (Acting) of the Gauhati High Court has been pleased to insert **Rule 7 (A)** in the Gauhati High Court (Appointment and Conditions of Service of Court Managers) (Assam) Rules, 2012, in the following manner -

**7 (A) Disciplinary Proceedings :-** *The Court Managers shall be liable to be terminated by the concerned District Judges in Districts as well as by the Registrar General in the Principal Seat of the Gauhati High Court by following summary procedures as well as the principles of natural justice for any misconduct committed by him/her as envisaged in the CCA (CCS) Rules or any other Act/Rule presently followed in case of the employees of the High Court and the District Judges of the concerned Districts as well as the Registrar General of the Principal Seat of the Gauhati High Court will be the disciplinary authority.*

By Order etc.

Sd/- P. Das

**I/C REGISTRAR GENERAL**

Memo No.HC.XI-15/2012/ 626-47 /RC, dated 22.12.2014.

Copy to :-

1. The Secretary General, Supreme Court of India, New Delhi-110201.
2. The LR & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati-6.
3. The Secretary to the Govt. of Nagaland, Department of Justice and Law, Kohima.
4. The Secretary to the Govt. of Mizoram, Law & Judicial Department, Aizawl.
5. The Secretary to the Govt. of Arunachal Pradesh, Law & Judicial Department, Itanagar.
6. The Registrar General, High Court of .....
7. The Registrar (Vigilance/Admn./Judl.), Gauhati High Court, Guwahati.
8. The Registrar -cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
9. The Registrar, Gauhati High Court, Kohima Bench, Kohima/Aizawl Bench, Aizawl.
10. The District & Sessions Judges, District & Sessions Judge, Kamrup (M), Guwahati / Barpeta / Nalbari / Darrang, Mangaldoi / Sonitpur, Tezpur / Lakhimpur, North Lakhimpur / Dhemaji / Dibrugarh / Tinsukia / Sivasagar / Jorhat / Golaghat / Nagaon / Morigaon / Cachar, Silchar / Karimganj / Hailakandi / Dhubri / Goalpara / Kokrajhar / Bongaigaon / Udalguri.
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22/12/2017