

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

NOTIFICATION

Dated Guwahati the 22nd December, 2020

No. HC.V- 40/2020/963 /Estt. ### It is for information of all Administrative Officers (Judicial)/In-charges of the Sections, that the Registry has implemented Web Based Attendance Management System. All the Officers (below the rank of Deputy Registrar) and staff are directed to mark their attendance in the Web Based Attendance Management System available at http://10.177.214.56/att_ghc with the respective login credentials supplied to them from Establishment Section w.e.f **02.01.2021**.

The earlier practice of signing Attendance Registers shall continue along with new Web Based System until further order(s).

All the Administrative Officers (Judicial)/ In-charges are further directed to adhere to the following instructions:

1. All the login credentials have already been distributed by the Establishment Section. However, if somebody has not received yet, he/she shall immediately collect it from concerned Administrative Officer (Judicial)/In-charge or Establishment Section.

Further, All the Officers and staff are strictly directed not to share their login user id and password with any other Officers and staff. They may change their respective password accordingly.

Sharing the login user id and password shall be viewed seriously.

2. The Administrative Officers (Judicial)/In-charges are directed to look after the authenticity of the attendance marked by staff of the respective Sections and do the needful corrections, if any.
3. The Administrative Officers (Judicial)/In-charges of the Sections are directed to mark attendance on behalf of all grade-IV staff attached to the respective Section, if they are not computer literate.
4. In the event of Computer/Network failure concerned Section or Employee shall use the Computer available in the next table or any other Section or shall use the Computer at Establishment Section for purpose of marking attendance.

Lastly, all the Administrative Officers (Judicial)/In-charges are directed to inform Establishment Section of this Registry, in case of any issue regarding Web Based Attendance Management System.

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REGISTRAR (ESTT)

Memo No.HC.V-40/2020/963A/Estt

Dated: 22.12.2020.

Copy for information and necessary action to:-

1. The Registrar (Vigilance/Admn/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 Service Committee, Gauhati High Court.
4. The Joint Registrar (_____), Gauhati High Court, Guwahati.
5. The Dy. Registrar _____, Gauhati High Court, Guwahati.
6. The Assistant Registrar, _____, Gauhati High Court, Guwahati.
7. The Court Manager, Gauhati High Court, Guwahati.
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 is directed upload the order in the website of the Gauhati High Court, Guwahati.
12. The Private Secretary to Hon'ble Mr./Mrs. Justice....., Gauhati High Court, Guwahati.
13. The Chief Security Officer, Gauhati High Court, Guwahati.
14. The AOJ (_____), Gauhati High Court, Guwahati.
15. The Court Officer-I/II, Gauhati High Court, Guwahati.
16. The CA to the Registrar General, Gauhati High Court, Guwahati.
17. The High Court Notice Boards (Old and New Blocks), Gauhati High Court, Guwahati
18. The Order File.

[Handwritten Signature]

REGISTRAR(ESTT)

[Handwritten Date]
22/12/20