

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

**ORDER**

Dated Guwahati, the 31<sup>st</sup> March, 2021

**No. HC.V- 98/2015/262 /Estt.#####** In partial modification of earlier order No.HC.V-22/2016(Pt)/519/Estt. dated 2<sup>nd</sup> June 2017, all the Officers and Staff of this Registry are hereby directed to adhere to the following points while praying for leave.

1. All Officers and staff (including Private Secretaries/Court Masters/Grade-IV) shall fill up all the columns of the application form for leave. They shall put the signature and date in the prescribed application form. The leave application shall be forwarded to the Establishment Section by the Controlling Officer/Administrative Officer (Judicial)/Court Officer with recommendation immediately after receipt of the same.
2. On returning from leave, Officers and staff must report his/her joining to the Authority in writing forthwith (in prescribed format for gazetted post) and it shall be forwarded to the Establishment Section by the controlling officer/AO(J)/Court Officer. Also the joining report should be submitted on the same day of resuming duty after availing leave.
3. The Officers from the rank of Joint Registrar to AOJ (High court Service) shall submit their applications for leave, including Casual Leave (in prescribed format), to the Establishment Section through the concerned Registrar/Joint Registrar/Controlling authority well in advance, so that substitute arrangement, if necessary, can be made.
4. Extension of leave shall be submitted in the prescribed format with recommendation of authority before expiry of leave.
5. All the leave applications shall be submitted fairly in advance by the Officers/staff, preferably 07 (Seven) days prior to availing leave.
6. In case of absence due to sudden illness all the Officers and staff shall inform his/her controlling Officer without delay and formal application for leave shall be submitted immediately thereafter.
7. Application for leave on medical ground shall necessarily be accompanied by the advice of a Registered Medical Practitioner and the Officer/staff shall not return to duty without first producing a medical certificate of fitness.
8. Child Care Leave (CCL) application shall be submitted minimum 7 days prior to availing leave. CCL application shall be accompanied by supporting documents, such as, birth certificate, medical certificate and examination routine, etc of their ward.
9. The Child Care Leave shall not be demanded as a matter of right and under no circumstances can any employee proceed on CCL without prior sanction of leave by the competent authority.

All criteria laid down by the Government of Assam vide notification No.FEG.11/2013/Pt-II/28, dated 31.07.2015, regarding Child Care Leave shall be strictly followed while considering the leave applications and the leave granting authority have the sole discretion to grant CCL.

It is to be made clear that leave cannot be claimed as of right. Decision to refuse or revoke leave of any description is reserved to the Authority empowered to grant it.

By order,

sd/-

**REGISTRAR (ESTABLISHMENT)**

**Memo No. HC.V-98/2015/262-A/Estt. #**

**Dated 31.03.2021**

**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 Services Authority, Guwahati.
4. The Joint Registrar \_\_\_\_\_, Gauhati High Court, Guwahati.
5. The Dy. Registrar \_\_\_\_\_, Gauhati High Court, Guwahati.
6. The Assistant Registrar/Assistant Registrar cum in charge of Stenographers to inform all Private Secretaries, \_\_\_\_\_, 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 request to upload this order in the High Court website.
11. In-charge Director, Law Research Institute, Gauhati high Court, Guwahati.
12. The Court Manager, Gauhati High Court.
13. The Pvt. Secretary to Hon'ble Mr./Mrs. Justice \_\_\_\_\_, Gauhati High Court, Guwahati.
14. The A.O.(J) \_\_\_\_\_, Gauhati High Court, Guwahati.
15. The Court Officer No. 1 and 2 with a direction to inform all Grade-IV staff, Gauhati High Court, Guwahati.
16. All the Court Masters, Gauhati High Court, Guwahati.
17. The Systems Officer, Gauhati High Court, Guwahati.
18. The CA to the Registrar General.
19. The Order File.

  
21/03/2021

**REGISTRAR (ESTABLISHMENT)**

DS  
31.3.21