

THE GAUHATI HIGH COURT
ITANAGAR PERMANENT BENCH AT YUPIA, ARUNACHAL PRADESH
Email- itanagar.bench@gmail.com

No.HC(IB)11/2001-12/

Dated Yupia, the 10th February' 2023.

CIRCULAR

Of late, it has been noticed that all kinds of leave applications are directly submitted before the undersigned by the applicants instead of submitting it through their respective Controlling Officers.

Henceforth, any leave application in respect of the regular staff (Group - B & C) as well as Contingency staff should come through the respective Controlling Officers (Joint Registrar, Deputy Registrar or Assistant Registrar) with their recommendations. Substitutes of the staff going on leave should be reflected by the concerned respective Officers.

Any leave application in respect of regular Grade-IV (Group-C, Non-ministerial) as well as contingency Grade-IV staff should come through the Court Officer with recommendation by the Court Officer. The Court Officer shall recommend the substitutes of the staff going on leave and place such leave applications before the JR-cum-DDO or Deputy Registrar (Admn.).

This order will come into force with immediate effect.

Sd/- Budi Habung
Registrar

Memo No.HC(IB)11/2001-12/ *586-597* Dated Yupia, the 10th February' 2023.
Copy for information to:-

1. The Joint Registrar-cum-DDO, Gauhati High Court, Itanagar Permanent Bench, Yupia.
2. The Deputy Registrar (Admn./ Judicial), Gauhati High Court, Itanagar Permanent Bench, Yupia.
3. The Assistant Registrar (Admn./ Judicial), Gauhati High Court, Itanagar Permanent Bench, Yupia.
4. Librarian-cum-Research Officer, Gauhati High Court, Itanagar Permanent Bench, Yupia.
5. The PS to Hon'ble Mr. Justice Nani Tagia, Judge, Gauhati High Court, Itanagar Permanent bench, Yupia, for information of His Lordship.
6. The PS to Hon'ble Mrs. Justice Mitali Thakuria, Judge, Gauhati High Court, Itanagar Permanent Bench, Yupia, for information of Her Ladyship.
7. The System Analyst, Gauhati High Court, Itanagar Permanent Bench, Yupia. She is directed to upload this circular in the official website of this Registry forthwith.
8. The Admn. Officer (Judicial), [Accounts/ Judicial/ Admn. Sections], Gauhati High Court, Itanagar Permanent Bench, Yupia for information.
9. The Court Officer, Gauhati High Court, Itanagar Permanent Bench, Yupia.
10. The SPA to the Registrar, Gauhati High Court, Itanagar Permanent Bench, Yupia.
11. Notice Board.
12. Office Copy.


(Budi Habung)
Registrar