

**THE GAUHATI HIGH COURT**  
**ITANAGAR PERMANENT BENCH AT YUPIA, ARUNACHAL PRADESH**  
Email- [itanagar.bench@gmail.com](mailto:itanagar.bench@gmail.com)

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

Dated Yupia, the 21<sup>st</sup> February' 2023.

**CIRCULAR**

In partial modification of the earlier circular dated 10.02.2023 of this Registry, it is hereby notified for all concerned that any leave application in respect of the regular staff [Group - B & C (both ministerial and non-ministerial)] 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.

Further, any leave application in respect of Chef, Usher, Sanitation Attendant and Chowkidar etc. 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 Joint Registrar (Protocol) or Deputy Registrar (Admn.).

This order will come into force with immediate effect.

Sd/- Budi Habung  
**Registrar**

Memo No.HC(IB)11/2001-12/ 687 - 697

Dated Yupia, the 21<sup>st</sup> 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.

  
21/2/23  
( Budi Habung )  
**Registrar**