

THE GAUHATI HIGH COURT
(THE HIGH COURT OF ASSAM:NAGALAND:MIZORAM & ARUNACHAL PRADESH)
KOHIMA BENCH

ORDER

Dated Kohima, the 8th April, 2025.

NO.HC(K)4/2024/Estt/ 1703 /:: With the introduction and implementation of the Leave Management System at the Gauhati High Court Kohima Bench, the following guidelines/directions are hereby issued for the smooth functioning of the Registry.

1. The email ID of each employee has been registered in the Leave Management Portal. In the event that any employee's details have not been entered, the requisite form can be obtained from the Computer Section.
2. All employees intending to apply for leave are requested to access the Leave Management Portal and log in using their registered email ID and password to submit their leave application accordingly.
3. Employees are directed to fill up all the input fields in the leave form with actual data (do not use nil) except for Sl. No. 11.
4. Employees applying for leave must inform the Section Officer/Officer in charge in advance to allow sufficient time for the Officer to provide necessary remarks or recommendations in the Leave Portal.
5. Sections Officers/Officer in charge are required to regularly monitor the leave portal to ensure timely remarks and recommendations on employees leave applications.
6. Submitting a leave application does not imply automatic approval. The application will be processed as per standard procedure and the applicant shall remain on duty until the issue of the leave order.
7. Earned Leave must be applied 15 days ahead except in certain exceptional circumstances.
8. Commuted Leave should be supported by medical certificate. On expiry of the Commuted Leave, medical fitness certificate should be produced.
9. Casual Leave cannot be combined with any other leave and cannot be applied for more than 5 days at any one time.

Sd/-

(AJONGBA IMCHEN) NJS

Registrar

Gauhati High Court Kohima Bench.

Memo No. HC(K)4/2024/Estt/ 1703-12 /:: Dated Kohima, the 8th April, 2025.

Copy to:-

1. The Joint Registrar (Judl.)/Joint Registrar, Gauhati High Court Kohima Bench
2. The Deputy Registrar(Admn.& Protocol)/Judicial, Gauhati High Court Kohima Bench.
3. The Assistant Registrar(Admn. & Protocol)/Judicial, Gauhati High Court Kohima Bench.
4. The Librarian-cum-Research Officer, Gauhati High Court Kohima Bench. He is directed to inform all staff in his Section.
5. The Administrative Officer(J), Bench Section/Division Bench Section/ Establishment Section/Accounts Section. They are directed to inform all staff in their respective Sections.
6. The Affidavit Commissioner-cum-Stamp Reporter. She is directed to inform all staff in her Section.
7. The Assistant Protocol Officer, Kohima Bench.
8. The Court Officer, Kohima Bench. He is directed to kindly inform all Grade IV Staff including those attached to the Judges Bungalow/Guest House.
9. The Systems Officer, Kohima Bench. He is directed to inform all staff in his Section.
10. The Programmer, Kohima Bench.
11. The Registrar's Section.
12. The Order Book.

(AJONGBA IMCHEN) NJS

Registrar

Gauhati High Court Kohima Bench.