

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

**ORDER**

Dated Kohima, the 30<sup>th</sup> June, 2022.

NO.HC(K)13/2016/BioAtt/ESTT/\_\_\_\_\_/: It is hereby informed that the Biometric Attendance System will be effective from **4.07.2022**. All Officers and staff are hereby directed to register their name in the Computer Section immediately. Non registration in the Biometric Attendance System shall be counted as absent from duty.

1. Official Check-in time is 10:15 A.M. and Check-out time is 4:30 P.M.
2. Registering/signing in after 10:15 A.M shall be considered as late and signing out before 4:30 P.M. shall be considered as early.
3. Coming late and leaving early thrice will lead to forfeiture of 1(one) day casual leave.
4. 1(one) day wages will be deducted on exhaustion of casual leave balance.
5. Attendance of Sanitation and Lawn Attendants shall be maintained by the Court Officer.
6. In certain exceptional cases permission may be sought for late entry/early exit.
  - Officers from the rank of Assistant Registrar and above shall obtain permission from the Registrar.
  - Administrative Officers/Section Officers/Court Officer shall obtain permission from the Joint Registrar.
  - Grade III and Grade IV staff shall obtain permission from the concerned Administrative Officer/Section Officer/Court Officer.
7. Permissions of all sections/Staff should not exceed 5 per month. The Permission Slip should be countersigned by the Joint Registrar.

The Biometric Machine will be installed in the ICT building.

SD/-

**(NEIKO AKAMI, NJS)**

Registrar

Gauhati High Court Kohima Bench.

Memo No. HC(K)13/2016/BioAtt/Estt/ 5483-93 /:: Dt. Kohima, the 30<sup>th</sup> June, 2022.

Copy to:-

1. The Joint Registrar/The Joint Registrar(Judicial), Gauhati High Court Kohima Bench.
2. The Deputy Registrar (Admn.&Protocol)/Judicial, Kohima Bench.
3. The Assistant Registrar (Admn.& Protocol)/Judicial, Kohima Bench.
4. The Private Secretary to Hon'ble Mr. Justice Kakheto Sema with a direction to inform all Sr. Personal Assistants.
5. The Private Secretary to Hon'ble Judges.
6. The Administrative Officer(J), Filing Section/Accounts Section/Bench Section/Estt. Section with a direction to inform all staff in their respective Section.
7. The Assistant Protocol Officer, Kohima Bench.
8. The Deputy Librarian, Kohima Bench with a direction to inform all staff in his Section.
9. The Court Officer, Kohima Bench with a direction to inform all Grade-IV Staff.
10. The Systems Officer, Kohima Bench with a direction to inform all staff in his Section.
11. The Programmer, Kohima Bench.
12. The Registrar's Section, Kohima Bench.
13. The Office Notice Board.

**(NEIKO AKAMI), NJS**

Registrar

Gauhati High Court Kohima Bench.