

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

ORDER

Dated Kohima, the July, 2024.

NO.HC(K)4/2024/Estt/_____/ :: An Online Leave Management System was officially launched by Hon'ble the Chief Justice of Gauhati High Court on 13th June, 2024. The online facility is designed to enhance efficiency, transparency and convenience for employees. The system will simplify the leave application process wherein employees can apply for leave, check leave balance and track the status of their applications seamlessly. The online facility will be implemented in a phased manner at Kohima Bench. In the first phase, all Officers from the level of Administrative Officer (J) and above shall apply for leave only through the Online eServices Portal. Grade-III employees shall submit their leave application to the Section Officer and Grade-IV employees shall submit their leave application to the Court Officer. The concerned Officer will upload the leave application along with comments through the online portal for approval by authority. Login credentials (Username and Password) will be shared with all Officers by the High Court Computer Section.

**SD/-
(AJONGBA IMCHEN) NJS**

Registrar
Gauhati High Court Kohima Bench.

Memo No. HC(K)4/2024/Estt/ 2998-3011 / ::
Copy to:-

Dated Kohima, the 5th July, 2024.

1. The Joint Registrar (Judl.), Gauhati High Court Kohima Bench.
2. The Deputy Registrar(Admn.& Protocol)/Judicial, Kohima Bench.
3. The Assistant Registrar (Admn.& Protocol/Judl.), Kohima Bench.
4. The Librarian -cum- Research Officer, Kohima Bench. He is directed to inform all staff in his Section.
5. The Private Secretary to Hon'ble Judges for kind information.
6. The Administrative Officer(J), Bench Section/Division Bench Section/ Establishment Section/Accounts Section. They are directed to inform all staff in their respective Sections.
7. The Affidavit Commissioner-cum-Stamp Reporter. She is directed to inform all staff in her Section.
8. The Assistant Protocol Officer, Kohima Bench.
9. The Deputy Librarian, Kohima Bench.
10. The Court Officer, Kohima Bench. He is directed to inform all Grade IV staff.
11. The Systems Officer, Kohima Bench. He is directed to inform all staff in his Section.
12. The Programmer, Kohima Bench.
13. The Registrar's section.
14. The Order Book.



(AJONGBA IMCHEN) NJS
Registrar
Gauhati High Court Kohima Bench.