

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

*Dated Kohima the 3<sup>rd</sup> September, 2025*

**TRANSFER POLICY FOR THE STAFF OF THE SUBORDINATE COURTS**  
**IN NAGALAND**

- i. The Policy shall be known as "Transfer Policy for the staff of the Subordinate Courts in Nagaland".
- ii. Unlike Judicial Officers, the transfer of employees of Subordinate Judiciary may not be done in a routine manner for the time being. It may be done in public interest and on the event of immediate necessity.
- iii. The transfer may be need based and in administration exigency for the time being and may not be done every three years as there is lack of infrastructure for residential accommodation for staff in every station.
- iv. The High Court may take necessary steps in due course to provide residential accommodation to staff in future, so that employees can be transferred like Judicial Officers at regular intervals.
- v. Since litigants come in contact first with the ministerial staff in Courts, every staff is required to maintain high standard of probity while discharging their functions. Any indication/appearance of impropriety may warrant transfer of a staff from one station to another for restoring confidence of the litigants in the system. However, transfer of an employee shall not be allowed if departmental proceedings are drawn against that employee.
- vi. If transfer of an employee becomes inevitable then his/her place of posting may be considered at the nearest station of his/her hometown. This will reduce discontent to a great extent.
- vii. Unless so directed by the Gauhati High Court, the transfer of staff shall be restricted within the Courts under the jurisdiction of the Judicial District to which such Courts belong so as to keep intact the inter-se-seniority of staff.
- viii. Whenever a request for transfer from one district to another district is made by an employee and such request is acceded to, such an employee shall not carry his/her seniority to the establishment where he/she is transferred

(unless directed otherwise by the Hon'ble Gauhati High Court). In such a case of inter-district transfer on request, the transferred employee shall be placed at the bottom of the cadre in the establishment to which he/she is transferred. i.e. he/she will be treated as the junior-most in his cadre on the date of joining.

- ix. As far as practicable all transfers shall be given effect to in the month of January of the calendar year so that the children of the incumbents face no difficulties in getting admission in educational institutions.
- x. Mid-term transfer, unless warranted by compelling circumstances, shall not be resorted to.
- xi. If the spouse of the incumbent is also an employee of any of the two establishments, then they shall be accommodated in the same station, provided vacancies are available.
- xii. Transfer on request may be considered by the High Court, only if there exists any valid reasons for such request, subject to vacancies in other district headquarter or sub-division or on mutual transfer.
- xiii. Ordinarily, an employee with disability shall not be transferred from one station to other, unless warranted by public interest and administrative exigencies.
- xiv. Transfer of an incumbent may not be considered 6(six) months before his/her immediate retirement, as it may cause difficulties in getting pensionary benefits.
- xv. On transfer, the incumbent will be entitled to T.A. and D.A. as per Government Rule. But if transfer is considered on the request of the incumbent, then he/she will not be entitled to any T.A. and D.A.
- xvi. All individual cases of transfer are to be placed before the Chief Justice for order with recommendation of the concerned Portfolio Judge.
- xvii. No request for transfer by a newly appointed employee shall be entertained until completion of 3 (three) years of service.
- xviii. The Presiding Officer of the establishment is to forward representations for transfer of the staff under his/her establishment only in the month of November.



- xix. The Presiding Officer, while forwarding the representations for transfer, are to mention about his/her objection/no objection, if any, in the event of transfer of the staff from his/her establishment.
- xx. While submitting transfer representation, the employee has to mention his/her date of joining in service along with a copy of his/her appointment letter and the category (General/OBC/SC/ST/etc) under which he/she is appointed.

By Order,

**Sd/-Ajongba Imchen,NJS**  
**REGISTRAR**

MEMO NO **HC(K)2/DJS/2025/494-519** Dated Kohima, the 3<sup>rd</sup> September, 2025.  
Copy to:-

1. The Registrar(Vigilance)Gauhati High Court, Guwahati,Assam.
2. The Principal Secretary to the govt. of Nagaland, Dept of Law & Justice, Kohima.
3. The Secretary(Judicial) to the govt. of Nagaland, Dept of Law & Justice, Kohima.
4. The Member Secretary, Nagaland State Legal Services Authority, Kohima.
5. The Principal District & Sessions Judge, Dimapur, Mokokchung,Tuensang, Kohima for wide publication of the Notification amongst the staffs.
6. The District & Sessions Judge, Phek, Mon, Zunheboto, Wokha for wide publication of the Notification amongst the staffs.
7. The Principal Judge Family Court ,Dimapur for wide publication of the Notification amongst the staffs.
8. The Joint Registrar-cum-CPC, Gauhati High Court ,Kohima Bench.
9. The Chief Judicial Magistrate, Dimapur, Mon,Kiphire,Longleng,Mokokchung, Peren,Kohima for wide publication of the Notification amongst the staffs.
10. The P.S. to Hon'ble Mrs. Justice Yarenjungla Longkumer, Portfolio Judge (*Dimapur, Kohima, Mon, Kiphire, Phek, Zunheboto*) for favor of her Ladyship's kind information.
11. The P.S. to Hon'ble Mr. Justice, Rajesh Mazumdar Portfolio Judge (*Mokokchung, Longleng, Wokha, Peren, Tuensang*) for favor of his Lordship's kind information.
12. The Systems Officer/Programmer, for uploading in the official website of Gauhati High Court, Kohima Bench.
13. Office Copy.

**REGISTRAR**

**Gauhati High Court,Kohima Bench**