

THE HIGH COURT OF MEGHALAYA SHILLONG

C I R C U L A R

Dated, Shillong, the 19th February, 2020.

No.HCM.II/89/2014/Estt 505 In supersession of all previous orders/circulars pertaining to leave applications, it is impressed upon all Judicial Officers that, henceforth, leave applications should reach the Registry as follows:

1. **Earned Leave** – Should reach the Registry 15 (Fifteen) days prior to the intended date of commencement of the said leave to be applied for, except in the case of unforeseen circumstances.
2. **Casual Leave & Station Leave**- Should reach the Registry 3 (Three) days prior to the intended date of commencement of the said leave to be applied. In the case of emergency/unforeseen circumstances, the concerned Judicial Officer should send his/her application via email addressed to the Registrar General.
3. **Medical Leave** – Medical Leave exceeding more than 3 (Three) days should be supported by a medical certificate.

All Leave applications (Casual Leave, Earned Leave & Station Leave etc.) are to be forwarded by the District & Sessions Judge along with a statement as to who would look after the office/duties of the Judicial Officer availing leave, during his/her absence.

As for the District & Sessions Judge, he/she is also to state who would look after his/her office/duties during the period of his/her absence.

It may be noted that in case of unforeseen/emergency circumstances, Judicial Officer(s) may send a photo of the leave application on WhatsApp to the undersigned.


It is further notified, for general information of all concerned that no ex-post facto order for any types of leave application applied for, except in case of unforeseen emergency, shall be granted by the High Court.

Also it is noticed that Judicial Officer(s) have the tendency to apply for leave during working days between 2(two) blocks of holidays. Henceforth, such leave application shall be declined except for genuine medical reason.

The leave application shall in no case be granted for more than 10% of the relevant cadre of the respective districts.

Applications forwarded to the Registry without following the above instructions will be summarily rejected.

By order;


REGISTRAR GENERAL

Memo. No.HCM.II/89/2014/Estt/

Shillong, the __February, 2020

Copy to for information:-

1. The Registrar-cum-PPS to Hon'ble the Chief Justice, for information of his Lordship.
2. The Private Secretary to Hon'ble Mr. Justice H.S.Thangkhiew, Judge, for information of his Lordship.
3. The Private Secretary to Hon'ble Mr. Justice W.Diengdoh, Judge, for information of his Lordship.
4. The Member Secretary, Meghalaya State Judicial Academy, Shillong.
5. The Director, Meghalaya State Judicial Academy, Shillong.
6. The District & Sessions Judge, Shillong/Tura/Jowai/Nongstoin/Nongpoh/Williamnagar/Ampati/Mawkyrwat.
7. The Central Project Coordinator, High Court of Meghalaya, Shillong.
8. The Deputy Director, Meghalaya State Judicial Academy, Shillong.
9. The Registrar (Admn.), High Court of Meghalaya, Shillong.
10. The Joint Registrar-cum-OSD, High Court of Meghalaya, Shillong.
11. The Joint Registrar, High Court Of Meghalaya, Shillong.
12. The System Analyst, High Court of Meghalaya to upload the same in the official website.
13. Office file.


REGISTRAR GENERAL