

HIGH COURT OF MEGHALAYA: SHILLONG

STANDARD OPERATING PROCEDURE (SOP) FOR PROPER IMPLEMENTATION OF THE RECOMMENDATIONS OF THE SECOND NATIONAL JUDICIAL PAY COMMISSION

Dated, Shillong the 6th February, 2024

No.HCM.II/7/2024/Estt./09 Pursuant to the directions given by the Hon'ble Supreme Court of India in the Judgment dated 04.01.2024 passed in W.P.(C) No. 643 of 2015 (All India Judges' Association Vs. Union of India and Ors.), the Committee for Service Conditions of the District Judiciary (CSCDJ) of this High Court has formulated the following Standard Operating Procedure (SOP) for proper implementation of the recommendations of the Second National Judicial Pay Commission(SNJPC), including pay, pension, allowances and all allied matters and to facilitate settlement of claims and disbursal of allowances as approved by the Hon'ble Apex Court, including the payment of arrears of salary and pension to judicial officers, pensioners and family pensioners of the State:

1. The State Government in Law Department, with the concurrence of Finance Department shall come up with an Office Memorandum/Notification, as the case may be, on each allowances and facilitate for implementation of the recommendations of the SNJPC as accepted by the Hon'ble Supreme Court of India;
2. Such Office Memorandum/Notification shall indicate the effective date of each allowance, the amount of such allowance and the major/minor head of Accounts from which the current and arrear claims/allowances be drawn/reimbursed;
3. As far as possible, monthly allowances including the following shall be included in the monthly pay slip of Judicial Officers:
 - i) Children Education allowance,
 - ii) Concurrent charge allowance,
 - iii) Conveyance allowance/Transport allowance,
 - iv) Dearness allowance,
 - v) Higher qualification allowance,
 - vi) Hill area/Tough Location Allowance,

- vii) House Rent allowance,
- viii) Medical allowance,
- ix) Risk allowance
- x) Special pay,
- xi) Sumptuary allowance,
- xii) Permissible user amount for telephone facilities,

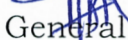
4. The following facilities/allowance shall be on claim or reimbursement basis:

- i) House Building Advance in terms of House Building Advance Rules, 2017 for which the State Government shall prescribe such safeguards for purchase of ready built house including purchase from a private individual.
- ii) Hostel subsidy as part of Children Education Allowance,
- iii) Earned Leave Encashment,
- iv) Electricity and Water Charges,
- v) Home Orderly/Domestic Help Allowance,
- vi) Furniture and air Conditioner Allowance,
- vii) Leave Travel Concession/Home Travel Concession,
- viii) Newspaper and Magazine Allowance,
- ix) Robe allowance,
- x) Mobile Phone handset,
- xi) Transfer grant.

5. Accountant General(A& E), Meghalaya shall take necessary steps to expedite preparation and issuance of authority/pay slips, as the case may be, for payment of arrears to Judicial officers;
6. The State Law and Finance Departments shall take necessary steps to ensure that sufficient funds are provided in appropriate head of accounts at the disposal of respective DDOs for the purpose of payment of arrear salary allowance/pensionary benefits within the stipulated dateline as fixed by the Hon'ble Supreme Court of India;

7. Heads of offices/DDOs where Judicial officers are posted shall expedite preparation and computation of arrears and salary of Judicial officers under their jurisdiction,
8. State Finance Deptt. Shall issue necessary directions to all Treasury Officers in the State to ensure that arrears are released to all Judicial officers including retired Judicial officers on or before 29th February, 2024 as directed by the Supreme Court;
9. All Heads of offices /DDOs where Judicial Officers are posted shall furnish a report to the Committee on the status of such payment to each Judicial Officer by the first week of March, 2024;
10. For smooth disbursement of salary, allowances, arrears and other service and pensionary benefits, the concerned DDOs of the establishment/office/District Court where Judicial officers are posted shall be the Nodal agencies. Regarding retired Judicial officers, the Secretary to the Govt. of Meghalaya, Law Deptt. shall be the Nodal Officer for the purpose of disbursement of pensionary benefits etc. Any grievances regarding release of arrear salary, allowances /pensionary benefits etc. shall be brought to the notice of the CSCDJ through the Registrar General for timely redressal of the same;
11. The Registry of the High Court shall prepare and maintain a database of retired Judges and family pensioners in the district judiciary with a process for periodical updating, at least on a quarterly basis;
12. Secretarial support including Technical and IT related support to the Nodal Officer shall be provided by the Registry;

By order etc.


Registrar General and Secretary,
Committee for Service Conditions of the District Judiciary,
High Court of Meghalaya, Shillong.

Memo No. No.HCM.II/7/2024/Estt./ 09 -A Dated, Shillong the 6th February, 2024.

Copy to: -

1. The P.S to Hon'ble Mr. Justice H.S. Thangkhiew, Chief Justice(Acting)High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
2. The P.S to Hon'ble Mr. Justice W. Diengdoh, Judge,High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
3. The P.S to Hon'ble Mr. Justice B. Bhattacharjee, Additional Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
4. The Registrar (Judicial Service), High Court of Meghalaya, for favour of kind information and necessary action.
5. The Member Secretary, Meghalaya State Legal Services Authority, Shillong for favour of kind information and necessary action.
6. The Director, Meghalaya State Judicial Academy, Shillong for favour of kind information and necessary action.
7. All District & Sessions Judges in Meghalaya for favour of kind information and necessary action.
8. The Secretary to the Govt of Meghalaya, Law Deptt., Shillong for favour of kind information and necessary action.
9. The Secretary to the Govt of Meghalaya, Finance Deptt., Shillong for favour of kind information and necessary action.
10. The Accountant General(A&E), Meghalaya , Shillong for favour of kind information and necessary action.
11. Smt. M.B. Challam, (Retired Judicial Officer) for favour of kind information.
12. Office File.

Registrar General and Secretary,
Committee for Service Conditions of the District Judiciary,
High Court of Meghalaya, Shillong.