

THE HIGH COURT OF MEGHALAYA AT SHILLONG

NOTIFICATION

Dated 11th August, 2026

No. HCM.II/71/2026/Estt./15 : With the approval of the Hon'ble the Chief Justice, the High Court of Meghalaya is pleased to notify the Guidelines for centralised booking of air tickets for Judicial Officers on official duty, 2026 and shall come into force with immediate effect.

1. Short Title and Commencement

1. These Guidelines may be called the **Guidelines for Centralised Booking of Air Tickets for Judicial Officers on Official Duty, 2026**.
2. They shall come into force with effect from such date as may be notified by the High Court.

2. Objective

The objective of these Guidelines is to establish a uniform procedure for booking air tickets for Judicial Officers travelling on official duty, particularly in view of the non-availability of travel agencies in most districts of the State.

3. Applicability

These Guidelines shall apply to all Judicial Officers of the District Judiciary of Meghalaya undertaking official travel pursuant to orders issued by the High Court or any other competent authority.

4. Nodal Section

The **Protocol Section** of the High Court of Meghalaya shall act as the Nodal Section for coordinating the booking of air tickets for Judicial Officers travelling on official duty.

5. Scope

1. These Guidelines shall govern only the booking of air tickets.

2. The High Court shall facilitate only the booking of air tickets and shall not incur any financial liability towards the airfare.
3. The cost of the air tickets shall be borne by the concerned District Court from the appropriate budget head in accordance with the applicable financial rules and Government orders.
4. Travelling Allowance (TA), Daily Allowance (DA) and all other admissible travelling expenses shall continue to be governed by the existing rules.

6. Submission of Travel Requisition

1. Immediately upon approval of official travel, the concerned District Court shall forward a travel requisition to the Protocol Section of the High Court.
2. The travel requisition shall ordinarily contain:
 - (a) the name and designation of the Judicial Officer;
 - (b) a copy of the approved tour programme or travel order;
 - (c) the place of departure and destination;
 - (d) the proposed date and time of journey;
 - (e) contact details of the Judicial Officer; and
 - (f) any other information necessary for booking.
3. As far as practicable, the requisition shall be submitted at least **seven (7) days** prior to the proposed journey.
4. In urgent cases, the Protocol Section may process the booking immediately upon receipt of the approved travel order.

7. Booking Procedure

1. Upon receipt of the approved travel requisition, the Protocol Section shall coordinate with the empanelled travel agency for booking the air ticket.
2. Air tickets shall ordinarily be booked by the most economical available route and fare consistent with the approved itinerary and the entitlement of the Judicial Officer.
3. The confirmed e-ticket shall be forwarded to the concerned Judicial Officer and the concerned District Court without delay.

8. Empanelled Travel Agency

The empanelled travel agency shall:

1. process booking requests promptly upon receipt of instructions from the Protocol Section;
2. issue e-tickets without delay;
3. raise invoices in the name of the concerned District Court;
4. assist in cancellation, rescheduling and refund of tickets, wherever applicable; and
5. acknowledge that payment of the airfare shall be made by the concerned District Court only after sanction is received from the Law Department, Government of Meghalaya, and funds are released in accordance with the prevailing financial procedure.

9. Payment of Airfare

1. Upon receipt of the invoice from the travel agency, the concerned District Court shall process the claim in accordance with the applicable financial rules.
2. The concerned District Court shall obtain the requisite financial sanction from the Law Department, Government of Meghalaya.
3. Payment of the airfare shall be made directly by the concerned District Court to the travel agency after receipt of the requisite sanction and release of funds.
4. The High Court shall not be responsible for payment of the airfare or any liability arising from delayed release of Government sanction or funds.

10. Responsibilities of the District Court

The concerned District Court shall:

1. submit complete travel requisitions in a timely manner;
2. verify the correctness of the itinerary before forwarding the requisition;
3. process the invoice received from the travel agency;

4. obtain the requisite sanction from the Law Department, Government of Meghalaya;
5. make payment to the travel agency after receipt of sanction and availability of funds;
6. process TA and DA claims in accordance with the applicable rules; and
7. promptly communicate any change in the approved travel programme to the Protocol Section.

11. Responsibilities of the Judicial Officer

The concerned Judicial Officer shall:

1. promptly intimate any change in the approved travel programme to the concerned District Court;
2. avoid cancellation or rescheduling except where unavoidable; and
3. comply with the approved itinerary unless otherwise authorised.

12. Cancellation and Rescheduling

1. Requests for cancellation or rescheduling shall be communicated by the concerned District Court to the Protocol Section without delay.
2. The Protocol Section shall coordinate with the travel agency for effecting cancellation or rescheduling, subject to the applicable airline rules.
3. Cancellation or modification charges, if any, shall be dealt with in accordance with the applicable financial rules and orders of the competent authority.

13. Maintenance of Records

The Protocol Section shall maintain a record of all travel requisitions, bookings, cancellations and related correspondence for administrative purposes.

14. Interpretation

Any question relating to the implementation or interpretation of these Guidelines shall be referred to the Registrar General, whose decision, subject to the orders of Hon'ble the Chief Justice, shall be final.

15. Power to Issue Clarifications

The Registrar General may issue such administrative instructions or clarifications, consistent with these Guidelines, as may be necessary for their effective implementation.

By Order,

REGISTRAR GENERAL

Dated, the 11th August, 2026

Memo HCM.II/71/2026/Estt./15-A

Copy to: -

1. The Registrar and PPS to the Hon'ble the Chief Justice, High Court of Meghalaya, Shillong for favour of kind information of the Hon'ble the Chief Justice.
2. The P.S to Hon'ble Mr. Justice H.S. Thangkhiew, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
3. The P.S to Hon'ble Mr. Justice W. Diengdoh, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
4. The P.S to Hon'ble Mr. Justice B. Bhattacharjee, Judge, High Court of Meghalaya, Shillong for favour of kind information of His Lordship.
5. The Commissioner & Secretary to the Government of Meghalaya, Law Department, Shillong for favour of kind information and necessary action.
6. The Member Secretary, Meghalaya State Legal Service Authority, Shillong for favour of kind information, compliance and necessary action.
7. The Director, Meghalaya State Judicial Academy, Shillong for favour of kind information, compliance and necessary action.
8. All District & Session Judges, Meghalaya for favour of kind information, compliance and necessary action.
9. The Registrar (Administration), High Court of Meghalaya, Shillong for favour of kind information.
10. The Registrar (Judicial Service), High Court of Meghalaya, Shillong for favour of kind information.
11. The Joint Registrar(Listing)-cum-OSD to the Hon'ble the Chief Justice, High Court of Meghalaya, for favour of kind information.
12. The Manager IT, High Court of Meghalaya, Shillong for uploading the same in the Official Website.
13. The Director of Printing & Stationery, Meghalaya, Shillong with a request to get the same published in the next official gazette.
14. The Assistant Registrar (Protocol), High Court of Meghalaya, Shillong for favour of kind information and necessary action.
15. M/s Just Trippin, Thana Road, Shillong for information and necessary action.
16. Notice Board.
17. Office File.


REGISTRAR GENERAL

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