

THE HIGH COURT OF MEGHALAYA SHILLONG

OFFICE MEMORANDUM

Dated, Shillong, the 25th February, 2020.

No.HCM.II/89/2014/Esttp/ 565 In supersession of the Office Memorandum No.HCM.II/03/2013 Dated 18th May, 2015 it is hereby notified that, in the interest of Public Service and smooth functioning in the High Court and for strict compliance by all concerned, all kinds of leave application 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 Officer/staff 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 to be certified in this regard by the Doctors available in the High Court.

It is further notified, for general information of all concerned that no ex-post facto approval for any types of leave application applied for, except in case of unforeseen circumstances, shall be granted by the High Court and pending approval of the aforesaid leave(s) no Officer/staff shall proceed on such leave(s).

Applications forwarded to the Registry without following the above instructions shall be summarily rejected and the same shall be viewed seriously.

By order;


REGISTRAR GENERAL

Memo. No.HCM.II/89/2014/Estt/565 A

Shillong, the ^{25th} 19th 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 Central Project Coordinator, High Court of Meghalaya, Shillong.
5. The Registrar (Admn.), High Court of Meghalaya, Shillong.
6. The Joint Registrar-cum-OSD, High Court of Meghalaya, Shillong.
7. The Joint Registrar, High Court of Meghalaya, Shillong.
8. Notice Board.
9. ✓ Office file.


REGISTRAR GENERAL