

OFFICE OF THE  
DISTRICT & SESSIONS JUDGE  
UNAKOTI JUDICIAL DISTRICT, KAILASHAHAR

No.GF.III-DJ/U/2014/ 3808-820

Dated, Kailashahar,  
The 20<sup>th</sup> July, 2015.

To

1. The Addl. District & Sessions,  
Kailashahar/Kamalpur,  
Unakoti Judicial District.
2. The Civil Judge(Sr.Div.) &  
Asst. Sessions Judge, Kailashahar,  
Unakoti Judicial District.
3. The Chief Judicial Magistrate-  
Cum-Civil Judge(Sr.Div.),  
Unakoti Judicial District, Kailashahar.
4. The Sub-Divisional Judicial Magistrate-  
Cum-Civil Judge(Jr.Div.), Kamalpur/  
Longtharai-Valley/Gandacherra,  
Unakoti Judicial District.
5. The Civil Judge(Jr.Div.)-cum-  
Judicial Magistrate 1st Class/2nd Class,  
Kailashahar/Kamalpur,  
Unakoti Judicial District.
6. The Judicial Magistrate 1st Class-cum-  
Civil Judge(Jr.Div.) (Court No.1 & 2),  
Kailashahar, Unakoti Judicial District.

Subject :- Notification No.03, dated 17-07-2015 issued by the Hon'ble High Court of Tripura,  
Agartala - circulation thereof.

Sir,

I am directed to circulate herewith a copy of **Notification No.03, dated 17-07-2015 on the procedure regarding granting of leave in respect of Judicial Officers** issued by the Hon'ble High Court of Tripura, Agartala communicated vide No.F.44(11)-HCT/2015/15780-810, dated 17-07-2015 for favour of your kind information and doing the needful.

Yours faithfully,

*Sd/-*

( S.Bhattacharjee )  
Civil Judge(Sr.Div.) &  
Asst. Sessions Judge, Kailashahar  
Unakoti Judicial District  
(Head of Office)

Copy to :-

1. The Private Secretary to the District & Sessions Judge, Unakoti Judicial District, Kailashahar.
2. The System Officer, under High Court of Tripura e-Courts Services, posted in the office of the District & Sessions Judge, Unakoti Judicial District, Kailashahar with a direction to upload the aforesaid Notification in the website of this office.

*M/20/15*  
Civil Judge(Sr.Div.) &  
Asst. Sessions Judge, Kailashahar  
Unakoti Judicial District  
(Head of Office)

circulate to all the  
judicial officers and  
keep in the ground file.  
S.D.  
17.7.15

## HIGH COURT OF TRIPURA AGARTALA

### NOTIFICATION NO - 03

Dated, Agartala, the 17<sup>th</sup> July 2015

In supersession of all earlier orders, the Hon'ble High Court has been pleased to lay down the following procedure regarding granting of leave including Station Leave Permission in respect of Judicial Officers of the **District Judiciary of Tripura** with immediate effect as follows:-

1. All the Grade-I Judicial Officers have to take prior permission from the concerned Hon'ble Portfolio Judge before proceeding on any kind of leave including Casual Leave and they shall not leave station without prior permission of the concerned Hon'ble Portfolio Judge. In cases of emergency, when it is not possible to take prior permission of the Hon'ble Portfolio Judge they may telephonically inform the Registrar General who in turn will communicate the message to the concerned Hon'ble Portfolio Judge. Leave encashment in respect of Grade-I Judicial Officers will be granted by the concerned Hon'ble Portfolio Judge.

In case the concerned Hon'ble Portfolio Judge is on leave or not available in station then the matter shall be placed before the Hon'ble Chief Justice and in His Lordship's absence before the senior most Hon'ble Judge available in the station.

2. All the Grade-II Judicial Officers have to take prior permission of the concerned District Judge/ Judge of the Family Court as the case may be, before proceeding on any kind of leave including Casual Leave and they shall not leave station without prior permission of the concerned District Judge/ Judge of the Family Court. Leave encashment in respect of Grade-II Judicial Officers will be granted by the concerned District Judge/Judge of the Family Court, as the case may be.

In case of emergency, the said permission may be obtained over telephone.

3. Grade-III Judicial Officers who are posted in the Headquarters of any Judicial District have to take prior permission of the concerned District Judge before proceeding on any kind of leave including Casual Leave and they shall not leave station without prior permission of the concerned District Judge.

Grade-III Judicial Officers who are posted in a judicial Sub-division where Additional District Judge is available have to take prior permission of the concerned Additional District Judge before proceeding on any kind of leave including Casual Leave and they shall not leave station without prior permission of the concerned Addl. District Judge.

Grade-III Judicial Officers who are posted in a judicial Sub-division where there is no District Judge or Additional District Judge have to take prior permission of the concerned Chief Judicial Magistrate-cum-Civil Judge (Sr.Div) before proceeding on any kind of leave including Casual Leave and

they shall not leave station without prior permission of the concerned Chief Judicial Magistrate-cum-Civil Judge (Sr.Div).

In case of emergency, the said permission may be obtained over telephone.

Leave encashment of all Grade-III Judicial Officers will be granted by the concerned District Judge.

Sd/-  
(M. CHAKRABARTI)  
REGISTRAR GENERAL

Memo No.F.44(11)-HC/2015/15780-810

Dated, Agartala, the 17<sup>th</sup> July 2015

Copy to :

1. The District & Sessions Judges, Gomati Judicial District, Udaipur/ Unakoti Judicial District, Kailashahar/West Tripura Judicial District, Agartala/South Tripura Judicial District, Belonia/North Tripura Judicial District, Dharmanagar with request to circulate the same to the all Judicial Officers of his respective district.
2. The Registrar (Vigilance), High Court of Tripura, Agartala.
3. The Judge, Family Court, Agartala, West Tripura Judicial District /Udaipur, Gomati Judicial District/Kailashahar, Unakoti Judicial District.
4. The Addl. District & Sessions Judge, Khowai & Sonamura, West Tripura Judicial District/Kamalpur, Unakoti Judicial District
5. The Registrar (Judicial), High Court of Tripura, Agartala.
6. The Registrar (Admn.), High Court of Tripura, Agartala.
7. The Joint Registrar, High Court of Tripura, Agartala.
8. The Chief Judicial Magistrate-cum-Civil Judge (Sr.Div), West Tripura Judicial District, Agartala/ South Tripura Judicial District, Belonia/North Tripura Judicial District, Dharmanagar/Gomati Judicial District, Udaipur/Unakoti Judicial District, Kailashahar.
9. All Deputy Registrars, High Court of Tripura, Agartala.
10. The Principal Secretary to the Hon'ble Chief Justice, High Court of Tripura, Agartala.
11. The Secretaries to Hon'ble Judges, High Court of Tripura, Agartala.
12. The Secretary to the Registrar General, High Court of Tripura, Agartala.
13. The Assistant Registrars (Admn.I & II), High Court of Tripura, Agartala.
14. The Superintendent, Estt. Section, High Court of Tripura, Agartala.
15. ORDER FILE.

17-7-15  
REGISTRAR GENERAL