OFFICE OF THE DISTRICT & SESSIONS JUDGE
GOMATI DISTRICT, UDAIPUR

No.F.5(01)DJ/G/UDP/JUDL/2025/13812-28, Dated: 07th November 2025

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Procedure for obtaining prior permission for leave and station leave by Officers of Grade–II and Grade–III of the Tripura Judicial Service in exigencies.

Whereas, the Hon'ble High Court of Tripura, vide Notification dated 10.02.2020, has prescribed the procedure for obtaining prior permission or sanction for leave, including station leave, by Officers of Grade–II and Grade–III of the Tripura Judicial Service, requiring them to obtain such permission or sanction from the concerned District & Sessions Judge before proceeding on any kind of leave, including casual leave and station leave;

And whereas, it has been observed that exigent circumstances may occasionally arise unexpectedly, or during non-working days, or at times when the District & Sessions Judge is preoccupied with official engagements or away on administrative duty, thereby rendering it difficult for Judicial Officers to submit a formal leave application in advance;

Now, therefore, to ensure procedural compliance while addressing such exigencies, it is hereby directed that:

1. In cases of genuine urgency, Judicial Officers of Grade–II and Grade–III may seek prior permission for casual leave or station leave, as applicable, through WhatsApp message on the mobile number of the District & Sessions Judge.

2. Upon cessation of the exigency, or on resumption of duty, or as soon as the undersigned becomes available in office, the concerned officer shall submit a formal leave application for official record and regularization.

3. A screenshot of the WhatsApp approval/sanction shall be attached to the formal leave application for verification and record purposes.

This procedure shall be strictly followed and will be treated as valid only in cases of genuine exigency as described above.

07/11/2025

Ravi Dahiya
District & Sessions Judge
Gomati District, Udaipur

Copy for information to:

1. **Sri Sumit Debnath**, Addl. District & Sessions Judge, Gomati Judicial District, Udaipur;
2. **Sri Sarbajeet Choudhury**, Civil Judge (Sr.Div.), Court No.01, Gomati Judicial District, Udaipur;
3. **Sri Raja Gupta**, District Secretary, District Legal Services Authority, Gomati District, Udaipur;
4. **Smt Chhandita Debnath**, Chief Judicial Magistrate-cum-Civil Judge (Sr.Div.), Gomati Judicial District, Udaipur;
5. **Sri Samuel Molsom**, Civil Judge (Jr. Div.), (Court No.01)-cum- J.M. 1st Class (Court No.03), Udaipur, Gomati Judicial District and Principal Magistrate, Juvenile Justice Board, Udaipur, Gomati District;
6. **Sri Ayan Chowdhury**, Sub-Divisional Judicial Magistrate-cum-Civil Judge(Jr. Div.), Amarpur, Gomati Judicial District;
7. **Sri Kaushik Bhattacharjee**, J.M. 1st Class (Court No.01)-cum-Civil Judge(Jr.Div.) (Court No.03), Udaipur, Gomati Judicial District;
8. **Smt. Mohona Deb**, J.M. 1st Class-cum (Court No.02)-Civil Judge(Jr.Div.) (Court No.02), Udaipur, Gomati Judicial District;
9. **Smt. Debanjana Bhattacharjee**, Civil Judge(Jr.Div.)-cum-J.M. 1st Class, Amarpur, Gomati Judicial District.
10. **Sri Sudipta Chatterjee**, Grade.-III, Trainee Judicial Officer, Gomati District. Udaipur.
11. **Sri Saptarshee Misra**, Grade.-III, Trainee Judicial Officer, Gomati District. Udaipur.
12. P.A.-I to the Ld. District & Sessions Judge, Gomati Judicial District, Udaipur for kind information of the Ld. District & Sessions Judge, Gomati Judicial District, Udaipur.
13. **The System Officer, O/o the District & Sessions Judge, Gomati District, Udaipur;**
14. **The Office Superintendent, O/o the District & Sessions Judge, Gomati District, Udaipur;**
15. **The Establishment Section/Accounts Section/Nazarat Section, O/o the District & Sessions Judge, Gomati District, Udaipur;**
16. **ORDER BOOK.**

07/11/2025

District & Sessions Judge
Gomati District, Udaipur