

OFFICE OF THE CITY CIVIL COURT, CALCUTTA

2 & 3, Kiran Sankar Roy Road, Kolkata- 700001

Order No. 69

Dated 23/02/2023

All the employees of this Judgeship are strictly directed to intimate this office prior to availing any leave and to submit proper leave application(s) on the day of their resuming duties with supportive documents, where applicable, failing which necessary action shall be taken against them as per existing Rules.

It is reiterated that those employees who are posted in the Benches and Seristhas are to submit their leave application(s) through the P.O. of the concerned Court.

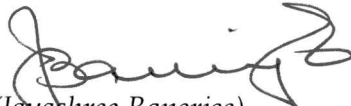
Chief Administrative Officer, Nazir and Caretaker are directed to submit absentee statement of previous month of those employees whose Attendance Register is kept with them within 7th day of every month positively.

Office to note.

Inform all concerned at once.

Upload in the official website of this Judgeship.




(Jayashree Banerjee)
Registrar,
City Civil Court,
Calcutta
Chief Judge
City Civil Court, Calcutta