

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**N O T I F I C A T I O N**

Dated Guwahati the 8<sup>th</sup> August, 2017.

**No.HC.VII-280/2011/3827 /A** :- In supersession of earlier Notifications issued in this regard vide No. HC.VII-280/2011/724/A, dated 06.02.2012, No. HC.VII-280/2011/838/A, dated 30.01.2013 and No. HC.VII-280/2011/4033/A, dated 25.06.2014, Hon'ble the Gauhati High Court has been pleased to lay down the following procedure regarding granting of Leave and LTC in respect of the Judicial Officers in all the States under its jurisdiction with immediate effect –

(a) The District & Sessions Judges as well as the Principal Judges of the Family Courts are the competent authority for granting of all types of Leave and Leave Encashment in case of Judicial Officers under their administrative control.

(b) The concerned District & Sessions Judge as well as the concerned Presiding Officer will submit a quarterly report relating to leave of the Judicial Officers under their administrative control, regularly within the 15<sup>th</sup> day of the next month of each quarter, to the High Court.

(c) Permission for availing LTC (Leave Travel Concession/Home Travel Concession) to all the Judicial Officers under the Administrative Control of the Hon'ble High Court and all types of Leave and Leave Encashment in respect of the Grade I Judicial Officers holding the charged posts such as the District & Sessions Judges, the Principal Judges of the Family Courts, Presiding Officers of Labour Courts as well as Industrial Tribunals, Judges of Designated Courts, Special Judges, Special Judges of CBI Courts, Presiding Officer, State Appellate Tribunal(s), Members of Motor Accident Claims Tribunals and other Presiding Officers under the Administrative Control of the Hon'ble High Court will be granted by the respective Hon'ble Portfolio Judges with the concurrence of Hon'ble JAD.

However,

- i. In the event of non-availability of Hon'ble Portfolio Judge concerned in the Principal Seat, the applications of LTC/HTC and Leave/Leave Encashment will be put up before Hon'ble JAD.
- ii. In the event of non-availability of Hon'ble JAD, the respective Hon'ble Portfolio Judge will grant the LTC/HTC and Leave/Leave Encashment.

- iii. In the event of non-availability of both Hon'ble Portfolio Judge concerned and Hon'ble JAD in the Principal Seat, the said applications will be put up before Hon'ble the Chief Justice.
- (d) The applications for granting of Leave should be submitted well in advance except in medical emergencies.

By Order  
Sd/-  
Mridul Kumar Kalita  
**REGISTRAR (VIGILANCE)**

Memo No.HC.VII-280/2011/3828-3847/A, dated 08.08.2017.

Copy to –

1. The Principal Accountant General (A&E), Assam, Beltola, Guwahati-29; The Accountant General, Nagaland, Kohima; The Accountant General (A&E), Mizoram, Aizawl; The Accountant General, Arunachal Pradesh, Itanagar.
2. The LR & Secretary to the Govt. of Assam, Judicial Department, Dispur.
3. The Member Secretary, Assam State Legal Services Authority, Guwahati.
4. The Registrar General, Registrar (Admn./Judl./Estt.), Gauhati High Court, Guwahati.
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
6. The Registrar, Gauhati High Court, Kohima Bench, Kohima/Aizawl Bench, Aizawl/Itanagar Permanent Bench, Naharlagun.
7. The District & Sessions Judge, Kamrup(M),Guwahati/Kamrup,Amingaon/Barpeta/Nalbari/Darrang,Mangaldai/Sonitpur,Tezpur/Lakhimpur,North Lakhimpur/ Dhemaji/ Dibrugarh/Tinsukia/Sivasagar/Jorhat/Golaghat/Nagaon/Morigaon/Dima Hasao,Haflong/Cachar, Silchar/Karimganj/ Hailakandi/Dhubri/Goalpara/ Kokrajhar / Chirang, Kajalgaon/ Bongaigaon/Udalguri.
8. The Principal Judge, Family Court, Kamrup, Guwahati (No.1 & No.2)/Cachar, Silchar/Barpeta
9. The Presiding Officer, Industrial Tribunal, Guwahati/Dibrugarh/Silchar.
10. The Presiding Officer, Labour Court, Guwahati/Dibrugarh.
11. The Presiding Officer, State Appellate Tribunal and Member, MACT, Guwahati.
12. The Member, Motor Accident Claims Tribunals, Guwahati(No.2/No.3)/Nalbari/Barpeta/Goalpara/Dhubri/Silchar/Nagaon/Tezpur
13. The Judge, Designated Court, Assam, Guwahati .
14. The Special Judge, Assam, Guwahati.
15. The Special Judge, CBI & NIA, Assam/ Addl CBI Court (No.1/No.2/No.3)
16. The Joint Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
17. The Deputy Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
18. The Systems Analyst, Gauhati High Court, Guwahati. He is directed to upload the notification in the official website of the Gauhati High Court.
19. The Superintendent (\_\_\_\_\_), Gauhati High Court, Guwahati.
20. The CA to Registrar (Vigilance).

**REGISTRAR (VIGILANCE)**

8/8/2017