



HIGH COURT OF HIMACHAL PRADESH AT SHIMLA-171001

No. HHC/GAZ/10(43)/82-I-29674
Dated Shimla, the 15.11.2016.

From:

The Registrar General,
High Court of Himachal Pradesh,
Shimla-171 001.

To

All the Judicial Officers (By name)
in Himachal Pradesh.

Subject: Proceeding on casual leave etc.- Instructions thereof.

Sir,

In modification/supersession of earlier instructions, I have been directed to issue the following instructions:-

- i) The District and Sessions Judge concerned shall be competent to sanction casual leave of the Civil Judges as well as of Additional District and Sessions Judges. However, if the casual leave of the Additional District and Sessions Judges is more than 05 days, the same shall be forwarded to the High Court. When the District and Sessions Judge is on leave and there is only one Additional District and Sessions Judge in the District, leave application of the Additional District and Sessions Judge shall be forwarded to the High Court.
- ii) The Judicial Officers applying for leave shall not proceed on leave without getting it sanctioned except under compelling circumstances with due intimation to the sanctioning authority.
- iii) The District and Sessions Judge while sending the leave of the Judicial Officers would ensure that local arrangements have been made by him for attending the Court work in respect of that Judicial Officer.
- iv) The Judicial Officer must state the grounds under which leave is applied for.
- v) The Judicial Officer proceeding on leave should intimate his address and phone number during his absence from duty.
- vi) Care must be taken that cases are not fixed for hearing, evidence etc. during the period of leave.
- vii) In case of Earned Leave the Judicial Officer will certify that no judicial work is fixed during his leave period.
- viii) Save in exceptional circumstances, application for grant of leave should be made well in advance.
- ix) Information regarding the sanction of leave shall be intimated to the concerned officer immediately by making endorsement.
- x) Whenever it is required to confer judicial powers and powers of Drawing and Disbursing Officer/Controlling Officer, it should be specifically mentioned by the District and Sessions Judge in the forwarding letter.

N/E.C

Seen/Bill

19.11.16

- xi) During the winter/summer vacation, the District and Sessions Judge or Additional District and Sessions Judge or the Chief Judicial Magistrate shall remain present for disposal of urgent Court and administrative work. In exceptional circumstances, where these Officers are not available, Additional Chief Judicial Magistrate will remain present in the District.
- xii) For seeking interview/appointment with Hon'ble the Chief Justice and Hon'ble Judges, the Judicial Officer shall observe discipline by seeking permission from Hon'ble the Chief Justice through the Registrar General.
- xiii) The Judicial Officers are extending ceremonial protocol to the visiting dignitaries by covering large distance and sometimes beyond territorial jurisdiction, which is hampering the Court work. In this regard, instructions issued vide letter No.HHC/Protocol/ Staff.Inst/2001- dated 24th September, 2013 are not being followed in letter and spirit. In future, if any violation is found of these instructions, it will be viewed seriously.

The above instructions are to be complied with in letter and spirit and any deviation therefrom shall be viewed seriously.

Yours faithfully,

(Rajeev Bhardwaj)
Registrar General

No.HHC/GAZ/10(43)/82-I-29675-8)

Dated:- 15.11.2016

Copy forwarded to:

1. The Deputy Registrar-cum-Special Private Secretary to Hon'ble the Chief Justice, High Court of H.P., Shimla.
2. The Secretaries to the Hon'ble Judges, High Court of H.P., Shimla.
3. The Registrar General/ Registrar (Vigilance)/Registrar (Judicial)/Registrar (Rules)/ Registrar (Administration)/ Registrar (Estt.)/Central Project Coordinator, High Court of H.P., Shimla.
4. All the Additional Registrars, High Court of Himachal Pradesh, Shimla.
5. All the Deputy Registrars/Assistant Registrars/ Court Masters/Private Secretaries/Section Officers/ Chief Librarian/ Public Relation Officer/Estate Officer/Protocol Officer, High Court of Himachal Pradesh, Shimla.
6. The Assistant Registrar (Computer) of this Registry for conversion of the same into digital form on Gazette Website.
7. Guard file.

Registrar General