

জিলা ও সত্ৰ ন্যায়াধীশৰ কাৰ্যালয়, ধেমাজি
OFFICE OF THE DISTRICT AND SESSIONS JUDGE::DHEMAJI

ORDER

Dated Dhemaji the 29/03/2025

In the better interests of office administration and in supersession of all previous Order(s) if any, the undersigned is pleased to notify and direct all the ministerial staff of the establishment of the District & Sessions Judge, Dhemaji to adhere to the following modalities/points while applying for Leave;

1. All applications for Leave of any description shall be submitted to the Issue/Receipt Section in the office of the District & Sessions Judge, Dhemaji, which shall immediately forward the same in proper docket to the Dealing/Establishment Assistant. The employees posted in Courts and offices other than the Court and office of the District & Sessions Judge shall necessarily forward their applications through their concerned Presiding Officer. The employees posted in Court and office of the District & Sessions Judge shall forward their applications through the CAO or the Head Assistant, O/o the District & Sessions Judge.
2. The concerned Dealing/Establishment Assistant shall put up the forwarded leave applications of the employees to the undersigned through the Court Manager, District Judiciary, Dhemaji along with the leave register.
3. The Court Manager shall forward and place the leave applications before the undersigned only after verifying the cited reasons carefully with proper justification.
4. The employees shall make their applications for Earned leave/extension in prescribed format and shall submit their leave applications fairly in advance as per Leave rules prior to availing earned leave/extension. In case of absence due to sudden illness or exigency the incumbent shall inform his/her Presiding Officer, the CAO or the Head Assistant, O/o the District & Sessions Judge, as the case may be without delay and formal application for leave shall be submitted immediately thereafter.
5. The employees shall submit prior applications and take approval before availing casual leave, so that substitute arrangement, if necessary, can be made. In exceptional circumstances, information of absence from duty shall be communicated over telephone to the concerned Presiding Officer, CAO or Head Assistant, O/o District & Sessions Judge as the case may be.
6. Application for leave on medical ground should necessarily be accompanied by advice of a Registered Medical Practitioner and he/she shall not return to duty without first producing a medical certificate of fitness in such form as prescribed by Rules. [FR 71]
7. Child Care Leave (CCL) Applications are to be submitted well in advance before availing any leave with supporting documents, such as, birth certificate, medical certificate and examination routine etc. of their wards. This will be subject to fulfilment of conditions as laid down in the Notifications issued by the Finance Department, Govt. of Assam regarding the same.

...continued/-

8. All the employees under the establishment of District & Sessions Judge, Dhemaji are directed to take prior station Headquarter/station leave permission before leaving the station.

It is to be made clear that, leave cannot be claimed as of right. Decision to refuse or revoke leave of any description is reserved to the Authority empowered to grant it.

Any violation of this Order will be viewed seriously.

Inform all concerned.

Sd/-

**District & Sessions Judge,
Dhemaji**

Memo No. DJJDH/ 1278-88/2025

Dated, Dhemaji the 29/03/2025

Copy for information to:

1. The Registrar General, Hon'ble Gauhati High Court, Guwahati.
2. The Registrar (Vigilance), Hon'ble Gauhati High Court, Guwahati.
3. The Chief Judicial Magistrate-cum-Civil Judge (Sr. Div.), Dhemaji.
4. The Civil Judge (Jr. Div.) No. 1, Dhemaji.
5. The Civil Judge (Jr. Div.), Jonai.
6. The Court Manager, District Judiciary, Dhemaji.
7. The CAO, O/o the District & Sessions Judge, Dhemaji with a direction to circulate this Order amongst all the staff under the establishment of District & Sessions Judge, Dhemaji.
- ✓ 8. The Systems Officer, O/o the District & Sessions Judge, Dhemaji to upload this order in the official website of this District Judiciary.
9. The Issue/Receipts Section/Assistant, O/o the District & Sessions Judge, Dhemaji.
10. Order book.
11. Office File.

**District & Sessions Judge,
Dhemaji**