

**OFFICE OF THE DISTRICT JUDGE
UTTAR DINAJPUR AT RAIGANJ
ENGLISH DEPARTMENT**

Ref: No. 11462-R(JS) dated 19.12.2024 of the Hon'ble Court under subject: "Introduction of Leave Module in PIS Portal and submission of leave app. by Judicial Officer with effect from 01.01.2025"

Memo No. 3406 (24) /G

Dated: 20.12.2024

- Copy forwarded for information and taking necessary action to:-
- 1) The Court of the District Judge, Uttar Dinajpur at Raiganj
 - 2-3-4-5) The Additional District & Sessions Judge, 1st/²nd, Raiganj/Islampur
 - 6-7-8-9) The Additional District & Sessions Judge, Fast Track Court, 1st/²nd Raiganj/Islampur
 - 10-11) The Assistant Sessions Judge-cum-Civil Judge, Sr. Division, Raiganj/Islampur
 - 12) The Secretary DLSA, Uttar Dinajpur at Raiganj.
 - 13-14-15) The Chief Judicial Magistrate, Uttar Dinajpur at Raiganj/ACJM, Raiganj/Islampur
 - 16-17-18-19-20) The Judicial Magistrate, 1st/²nd Raiganj/Islampur The Principal Magistrate, JJB, U/D
 - 21) The Civil Judge, Jr. Division, Additional Court-cum-JM, Raiganj
 - 22) The Civil Judge, Jr. Division, Raiganj/Islampur

They are requested/ directed to follow the instructions as communicated vide Hon'ble Court's letter No. 11462-R(JS) dated 19.12.2024, mentioned below:-

" On and from 01.01.2025, all Judicial Officers are to apply for leave (of any kind), upload necessary documents as required in support thereof, through the Leave Module of PIS Portal only and forward the same to the leave recommending / forwarding authority who in turn shall pass on the same to the Ed. Registrar (Judicial Service) for placing it electronically before the Hon'ble Administrative Judge, Hon'ble High Court, Calcutta for consideration and appropriate order.

While the Leave Module in the PIS Portal will be opened at users' end from 01.01.2025, a guideline for uploading /submission of leave application is enclosed herewith and the same can be downloaded from the Hon'ble Court's website.

After implementation of PIS Leave Module, no physical/e-mailed leave application of Judicial Officers will be entertained by the Hon'ble Court."

✓ 24) The System Officer under eCourts Project, Uttar Dinajpur Judgeship at Raiganj with a direction to upload the same along with its enclosures, in the website of Uttar Dinajpur Judgeship.

Acknowledgement of receipt of the instant communication is requested directed by return mail/communication within 23rd December, 2024

Encls. As mentioned above.

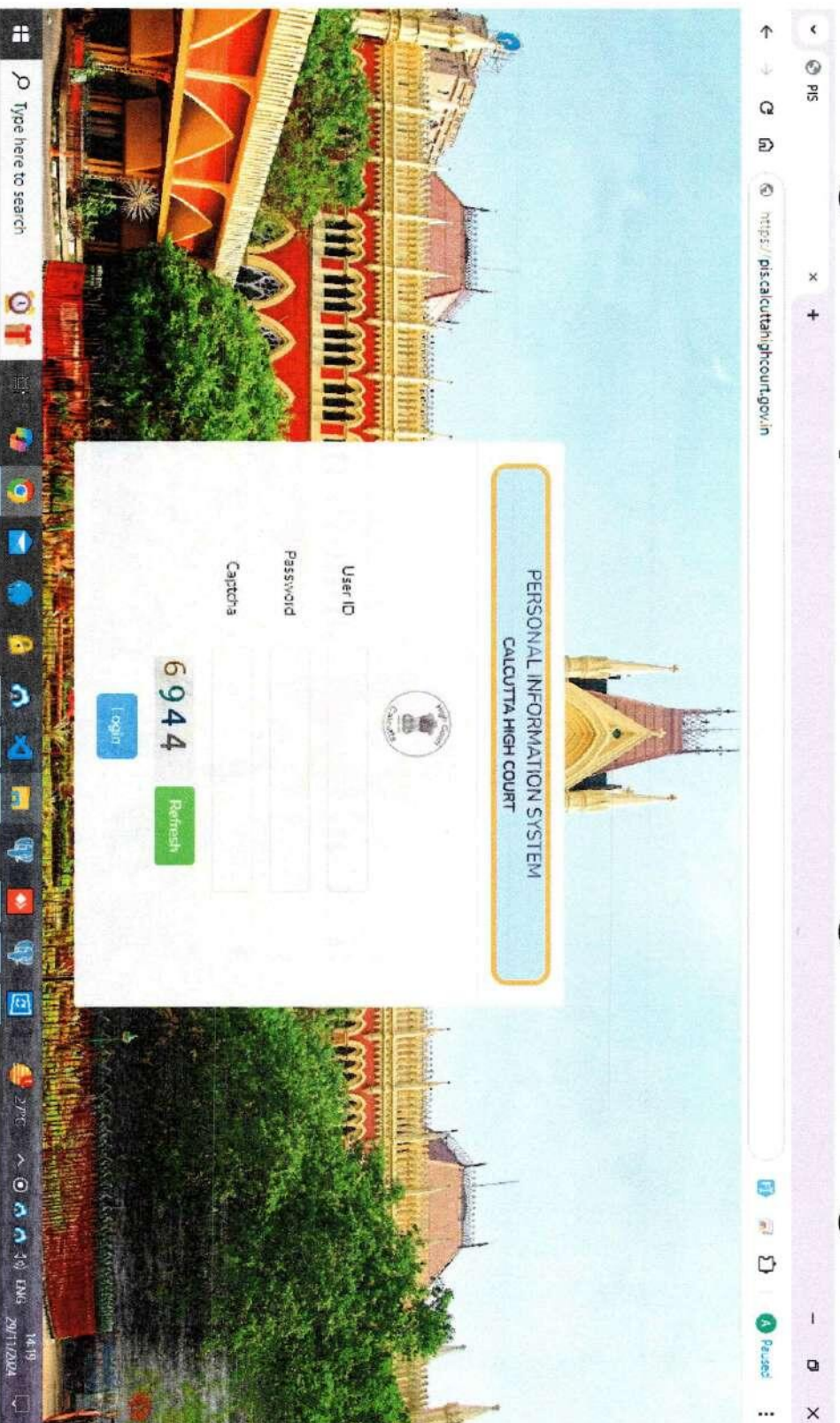
✓
District Judge-in-charge,
Uttar Dinajpur at Raiganj

**PERSONAL INFORMATION
SYSTEM (PIS)**

ONLINE LEAVE SYSTEM

NAVIGATION

- By using Google Chrome / Firefox, navigate to pis.calcuttahirghcourt.gov.in



General Instructions for Judicial Officers regarding Online Leave Application

IN COURT x +
pis.calcuttahighcourt.gov.in/leave/create

GENERAL INSTRUCTIONS

1. This portal will be used by Judicial Officers to Apply for leave, or for the Intimation of leave, or for Seeking permission to leave station without taking any leave.
2. The entire process (Submission of Application - Forwarding / Approval / Rejection - followed by its necessary Communication) will be paperless at the end of all the concerned stakeholders.
3. Necessary documents relevant to the leave application can be uploaded under the size **3MB**, in .pdf format only.
4. The input fields marked with * are the mandatory fields to be filled up. Fields having no * are the optional ones. Optional fields may be skipped if it is not applicable for the applicant.
5. Submitted leave applications / intimations with its approval status can be viewed and real-time tracked from the sub-menu "Track Leave Application" under the menu "Leave" in the left side menu bar.
6. Submitted leave applications / intimations can not be modified later. If any modification is required from the applicant's end, applicant may delete its application from the sub-menu "Track Leave Application" under the menu "Leave" in the left side menu bar, and apply afresh. Such deletion operation is permissible until any following action has been taken on it by the leave approving / forwarding authority.
7. Application for Cancellation of leave can be submitted from the sub-menu "Application for Cancellation of Leave" under the menu "Leave" in the left side menu bar.
8. For any difficulty in submission, please contact the Help-Desk of PIS over email at pis.calcuttahighcourt@gmail.com

I Agree

Leave Application Format

Leave Details

LEAVE DETAILS

Leave Details

Additional Details

Previous Leave Details

Applying Before / Through

- Applying for leave Intimation of leave Leaving station without taking any leave

*Leave Type

Select an Option

*Leave From Date

DD-MM-YYYY

*Leave To Date

DD-MM-YYYY

Leave Prefix (if any)

DD-MM-YYYY

Leave Suffix (if any)

DD-MM-YYYY

*Date of Joining After Leave

DD-MM-YYYY

*Are You Leaving Station?

Select an Option

▶ Next

Leave Application Format

Types of Leave

LEAVE DETAILS

Leave Details **Additional Details** **Previous Leave Details** **Applying Before / Through**

Applying for leave Intimation of leave Leaving station without taking any leave

Leave Type

Select an Option

Select an Option

- CASUAL LEAVE
- EARNED LEAVE
- COMMUTED LEAVE
- EXTRA ORDINARY LEAVE
- LEAVE NOT DUE / HALF PAY LEAVE

Next



Leave Application Format

Additional Details

[Leave Details](#) [Additional Details](#) [Previous Leave Details](#) [Applying Before / Through](#)

***Present Designation**
PRESENTLY POSTED AS ADJ FTC-2 RAIGANJ

NOTE:
(1) If your present designation is not correct / updated, then please contact with the office of the Ld. Registrar Judicial Services
(2) If your present designation is not correct / updated, you may still edit this details and proceed further in your leave application.

***Duration of Leave (in days)** **Proposed name of officer put in-charge of your duty**

***Ground on which leave applied for (precis)**

UPLOAD DOCUMENTS (if required for leave required)

Document Type **Upload Document (PDF | Max. file size 3MB)**

e.g. Medical Certificate No file chosen

Leave Application Format

Previous Leave Details

LEAVE DETAILS

Leave Details

Additional Details

Previous Leave Details

Applying Before / Through

* Previous Leave Type

Select an Option

* Leave From Date

DD-MM-YYYY

* Leave To Date

DD-MM-YYYY

* Date of Resuming Duty From Previous Leave

DD-MM-YYYY

NOTE:

(1) If you are applying for Casual Leave, then please enter your last availed Casual Leave details.

(2) If you are applying for any regular leave (e.g. EUC/CCU/Commuted Leave/etc) apart from the Casual Leave, then please enter your last availed regular leave details.

← Previous

Next →

Leave Application Format

Applying Through / Before

LEAVE DETAILS

[Leave Details](#)

[Additional Details](#)

[Previous Leave Details](#)

[Applying Before / Through](#)

*Applying Leave Before / Through:

- CJM / Senior Municipal Magistrate
- District Judge / Chief Judge
- Director, WBJA
- Member Secretary, SL SA
- High Court (applicable when posted at the Registry of the High Court)

[← Previous](#)

[Submit Leave Application](#)

Leave Application Format

Applying Through / Before

LEAVE DETAILS

Leave Details Additional Details Previous Leave Details Application Before / Through

Select an Option

CHIEF JUDGE, CITY CIVIL COURT
DISTRICT JUDGE, PURBA BARDHAMAN
DISTRICT JUDGE, NORTH 24 PARGANAS
DISTRICT JUDGE, PURULIA
DISTRICT JUDGE, BIRBHUM

Select an Option

◀ Previous

Submit Leave Application

List of pending leave applications before Ld. District Judges

LIST OF PENDING LEAVE APPLICATIONS

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on	Action
1	MANIK LAL JANA, PRESENTLY POSTED AS ADJ FTC-2, RAIGANJ	EARNED LEAVE for 3 days with Station Leave	From 22-11-2024 To 24-11-2024 Station leave from 22-11-2024 to 24-11- 2024	EARNED LEAVE From 2024-09-01 To 2024- 11-02	HGJHGJHG	TEST CHARGE	22-11-2024	View Detailed Application View Attachments (if any) Process Application
2	MANIK LAL JANA, PRESENTLY POSTED AS ADJ FTC-2, RAIGANJ	EARNED LEAVE for 5 days with Station Leave	From 26-11-2024 To 27-11-2024 Prefixing 25-11-2024 Suffixing 28-11-2024 Station leave from 26-11-2024 to 28-11- 2024	EARNED LEAVE From 2024-11-22 To 2024- 11-24	asdasdasd	TEST CHARGE	25-11-2024	View Detailed Application View Attachments (if any) Process Application

Detailed Leave Application

HIGH COURT AT CALCUTTA APPLICATION FOR LEAVE

PART-I (FILLED BY THE JUDICIAL OFFICER)

1	Name	MANIK LAL JANA (WB01023)
2	Designation	PRESENTLY POSTED AS ADJ FTC-2 , RAIGANJ
3	Leave type	EARNED LEAVE
4	Leave applied on	22-11-2024
5	Leave from date	22-11-2024
6	Leave to date	24-11-2024
7	Leave prefix date (if any)	
8	Leave suffix date (if any)	



System generated West Bengal Form No. 2395 for Regular Leaves

WEST BENGAL FORM NO. 2395

APPLICATION FOR LEAVE

NOTE: Item 1 to 10 must be filled in by all applicants whether Gazetted or Non-Gazetted.
Item 12 applies only in the case of Gazetted Officers.
Items 13 to 14 apply only in case of Non-Gazetted Officers.

1	Name of applicant	MANIK LAL JANA
2	Leave rule applicable	RULE 172 OF WBSR-I
3	Post hold	PRESENTLY POSTED AS ADJ FTC-2 , RAIGANI
4	Department or office	Judicial Department
5	Pay	
6	House rent allowance, conveyance allowance or other compensatory allowance drawn on the present post	
7	Nature and period of leave applied for and date from which required	EARNED LEAVE for 3 days i.e. from 22-11-2024 to 24-11-2024



Uploaded documents with Leave Application

UPLOADED ATTACHEMENTS (if any)

#	Document title	Action
1	Invitation card for shraddha ceremony	View

Processing of leave application by District Judge

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on
1	MANIK LAL JANA, PRESENTLY POSTED AS ADJ FTC-2, RAIGANU	EARNED LEAVE for 3 days with Station Leave	From 22-11-2024 To 24-11-2024 Station leave from 22-11-2024 to 24-11-2024	EARNED LEAVE From 2024-09-01 To 2024-11-02	HGJHGJHG	TEST CHARGE	22-11-2024

LEAVE PROCESSING

Action :

Name of the officer put in-charge of Incumbent's duty :

Any Other Remarks of the DISTRICT JUDGE, COOCHBEHAR :

SUBMIT

System tray area containing various icons: clock, network, volume, and system clock showing 26°C, 12:27, and 29/11/2024.

Approval / Rejection by District Judge

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on
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LEAVE PROCESSING

Action : Select an option...

2. Any O

Select an option

- Approved
- Rejected
- Seen & Forwarded to the High Court

COOCH BEHAR :

SUBMIT

Processing of leave application by Registrar Judicial Services

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on
1	MANIK LAL JANA, PRESENTLY POSTED AS ADJ FTC-2, RAIGANJ	EARNED LEAVE for 3 days with Station Leave	From 22-11-2024 To 24-11-2024 Station leave from 22-11-2024 to 24-11-2024	EARNED LEAVE From 2024-09-01 To 2024-11-02	HGJHGJHG	XXX	22-11-2024

LEAVE PROCESSING

Action :

2. Any Other Remarks of the REGISTRAR JUDICIAL SERVICES :

SUBMIT

Forwarding leave application by Registrar Judicial Services

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on
1	MANIK LAL JANA, PRESENTLY POSTED AS ADJ FTC-2, RAIGANJ	EARNED LEAVE for 3 days with Station Leave	From 22-11-2024 To 24-11-2024 Station leave from 22-11-2024 to 24-11-2024	EARNED LEAVE From 2024-09-01 To 2024-11-02	HGJHGJHG	XXX	22-11-2024

LEAVE PROCESSING

Action : Select an option...

2. Any O
Select an option...
Seen & Forwarded to the Hon'ble Administrative Judge

SUBMIT

List of pending leave applications before Hon'ble Administrative Judge

LIST OF PENDING LEAVE APPLICATIONS

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on	Action
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Processing of leave application by Hon'ble Administrative Judge

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on
1	MANIK LAL JANA PRESENTLY POSTED AS ADJ FTC-2, RAIGANJ	EARNED LEAVE for 3 days with Station Leave	From 22-11-2024 To 24-11-2024 Station leave from 22-11-2024 to 24-11-2024	EARNED LEAVE From 2024-09-01 To 2024-11-02	HGJHGJHG		22-11-2024

LEAVE PROCESSING

Action :

2. Any Other Remarks of the HON'BLE ADMINISTRATIVE JUDGE :

Approval / Rejection by Hon'ble Administrative Judge

#	Name & designation	Nature of leave	Period of leave	Last leave taken	Ground	Arrangement	Leave applied on
1	MANIK LAL JANA PRESENTLY POSTED AS ADJ FTC-2, RAIGANJ	EARNED LEAVE for 3 days with Station Leave	From 22-11-2024 To 24-11-2024 Station leave from 22-11-2024 to 24-11-2024	EARNED LEAVE From 2024-09-01 To 2024-11-02	HG/HGJHG		22-11-2024

LEAVE PROCESSING

Action :

2. Any O

HON'BLE ADMINISTRATIVE JUDGE :

Similar processing of the Leave Applications pending before the **Ld. Registrar General**, followed by Approval / Rejection by the **Hon'ble Chief Justice.**

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END
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