

**OFFICE OF THE  
PRINCIPAL DISTRICT AND SESSIONS JUDGE, BANDIPORA**

**NOTIFICATION**

No: 01 of 2023

Dated: 03-03-2023

It has come to the notice of the undersigned that employees of District and other Subordinate Courts of Judicial District Bandipora leave their station without seeking prior permission and proper sanction of leave from their respective Presiding Officers. This practice is against the rules governing the service conditions.

It has also come to the notice that employees are not punctual in attending the office and the duties assigned to them and as such it has been observed by the undersigned that punctuality can by no stretch of imagination, be compromised. Employees have to discipline themselves by adhering to punctuality in the Courts.

In this context, it is hereby notified that before leaving the station the employees shall seek prior permission from their respective Presiding Officers and submit formal application while seeking any kind of leave well in advance.

In addition to this the employees are directed not to use virtual mode while seeking any kind of leave in future and are required to apply well in time as far as possible, only due to this reason that while granting leave the Presiding Officers of the Courts have to ensure as far as possible that public service does not suffer in any way.

Employees are as such directed to be very careful in future and remain punctual towards their duties, failing which the matter shall be viewed seriously warranting disciplinary action. For any misconduct or neglect in the performance of duties by any ministerial officer of the Courts of Bandipora, shall be dealt with in terms of Sub-Section (1) of Section 31 of the Jammu & Kashmir Civil Courts Act, 1920 by their respective Presiding Officers.

Accordingly, it is impressed upon all the Ld. Presiding Officers of the Courts of District Bandipora to ensure that all the officials shall mark their daily attendance at 10.00 am sharp in the morning in their respective Courts and shall not leave their Offices till 5.00 pm unless and until permitted by the Presiding Officer



(Amit Sharma)

**Principal District & Sessions Judge  
Bandipora**