

HIGH COURT OF JAMMU & KASHMIR

(Office of the Registrar General at Srinagar)

CIRCULAR

No.: 64

Dated: 12/10/2017

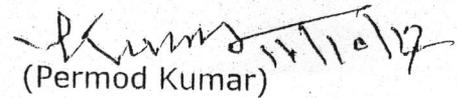
It has been observed and noticed that some employees High Court remain absent from the office without submitting any leave application. It is also observed that some officials leave the office, during working hours, without any permission/leave. Whenever it is pointed out, leave applications are submitted by them or by some other employee on their behalf in a very casual manner. This is against the rules governing the service conditions and also gives rise to indiscipline.

In order to ensure discipline and proper functioning of the office, it is impressed upon all the concerned officers and the employees of the High Court that:-

1. All employees shall reach the office well in time.
2. No employee shall remain absent from office without leave.
3. No employee shall leave the office, during the office hours, without obtaining prior permission of the Competent Authority.

Any deviation from this circular shall be viewed seriously and disciplinary action under rules shall follow.

By order.

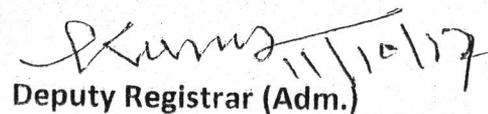

(Permod Kumar)

Deputy Registrar (Adm.)

No: 25521-27/N^o Dated:- 12/10/2017

Copy to:-

1. Principal Secretary to Hon'ble the Chief Justice, for kind Lordship information.
2. Registrar Vigilance, High Court of J&K, Srinagar for information;
3. Registrar Judicial, High Court of J&K, Srinagar/Jammu;
4. Director, State Judicial Academy;
5. Joint Registrar (Adm.), High Court Main Wing, Srinagar.
..... for information and strict compliance.


Deputy Registrar (Adm.)