## HIGH COURT OF JAMMU AND KASHMIR (Office of the Registrar General at Srinagar) \*\*\*\*\*

## **CIRCULAR**

No: 12 Dated: 13.10.2015

It is impressed upon all the officers/officials of the Subordinate Judiciary to ensure punctuality and strictly adhere to the office timings. If any officer or official has to avail leave on any count, same shall be availed only after due sanction. In case of emergent casual situation, the casual leave must reach to the controlling officer well before the same is availed.

Any violation of this circular shall be viewed seriously and appropriate action shall be initiated.

By Order

(Kaneez Fatima) Registrar General

No: 17157-90 US
Copy to the:

157-90 WS Dated: 13.10.2015

Principal Secretary to Hon'ble the Chief Justice, High Court of J&K
 Secretary to Hon'ble Mr. Justice.

....for information of His Lordship.

3. Registrar Vigilance, High Court of J&K, Srinagar, for information.

4. All Principal District & Sessions Judges, for information and with the direction to circulate among all the Judicial Officers working under his territorial jurisdiction for strict compliance.

5. Incharge NIC for uploading on Website.

6. Office file.

Registrar General