

# HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar General at Srinagar)

e-mail: [nongazettedmainwing@gmail.com](mailto:nongazettedmainwing@gmail.com)

**Subject:** Office memo regarding instructions to officers/officials of High Court of Jammu & Kashmir and Ladakh regarding not to leave station or avail casual/earned leave without prior permission of the Competent Authority.

## OFFICE MEMO

No. 45689 of2023/RG/NG-382(I)

Dated: 04-10-2023

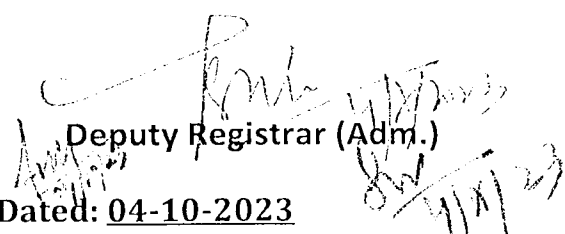
It has been generally observed that some of the officers/officials of High Court of Jammu & Kashmir and Ladakh are leaving their respective stations or avail casual/earned leave without prior permission from the Competent Authority, resulting in inconvenience in smooth functioning of the official business. It has been further observed that whenever any officer/official is being called by Worthy Registrar General for obtaining information of the files pertaining to the concerned section, the concerned officer/official remains busy in attending their private affairs outside while leaving the office without intimating the Competent Authority. Absence of an officer/official from the office during working hours without prior permission is tantamount to the absence from duty and may render the officer/official liable to severe disciplinary action.

In order to curb this practice following office memo is hereby issued for the betterment of work culture of the High Court of Jammu & Kashmir and Ladakh.

***"It is impressed upon all the officers/officials of High Court of Jammu & Kashmir and Ladakh that they shall in no case leave the station or avail casual/earned leave without prior permission from the Competent Authority. The instructions containing in this office memo shall be followed meticulously and non compliance in any case shall make the delinquent officer/official liable to disciplinary action under rules".***

Further, Deputy Registrar (Administration) of the concerned Wings are also directed to conduct surprise inspection in this regard.

**By Order;**

  
Deputy Registrar (Adm.)

No. 45690-45705 of2023/RG/NG-382(I)

Dated: 04-10-2023

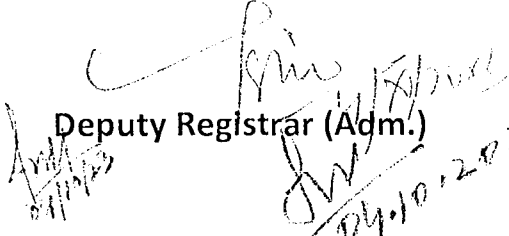
Copy to:

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh for information of His Lordship.
2. Registrar Vigilance, High Court of Jammu & Kashmir and Ladakh, Srinagar.

3. Director, J&K Judicial Academy, Srinagar.
4. Registrar Judicial, High Court Wing, Jammu/Srinagar.
5. Registrar Rules, High Court of J&K and Ladakh, Srinagar.
6. Registrar Computer (IT), High Court of J&K and Ladakh, Srinagar.
7. Registrar Administration/Recruitment, High Court Main Wing, Srinagar.
8. Director Finance, High Court Main Wing, Srinagar.

.....for information & necessary action.

9. Central Project Coordinator, e-Courts, High Court of J&K and Ladakh, Srinagar for uploading the same on the official website of the High Court.
10. All Section Officers of High Court of Jammu & Kashmir and Ladakh for information and necessary action.
10. In-charge Library, High Court of J&K and Ladakh, Jammu/Srinagar for keeping the record of the same.
12. Order Book.

  
Deputy Registrar (Adm.)  
04.10.2023