

RAJASTHAN HIGH COURT, JODHPUR

STANDING ORDER

No.02/S.O./2020/

Date: 27.01.2020

The officers of Registry and other staff members of Rajasthan High Court will be allowed Special Casual Leaves maximum for 10 days during Summer Vacations subject to following conditions:-

1. No employee shall claim Special Casual Leaves as a matter of right and as per requirement, leaves may be allowed for less than 10 days or may be declined as well.
2. Such leaves shall be granted subject to availability of minimum two third of the staff and at a time no such leave shall be granted for not more than one third employees.
3. The employee desirous of availing such leave shall apply for the same from 1st May to 15th May before ensuing summer vacations. Such applications shall be processed by immediate controlling officer for recommending the same in the manner provided hereinafter.
4. Special Casual Leaves shall be allowed only on certification/recommendation of concerned Section Incharge (AOJ/AR/DR/JR/Registrars) and in case of AOJ/AR/DR/JR, by the concerned Registrar that the concerned employee has no work pending with him which is to be completed urgently and it has been ensured that the special tasks like indexing and consignment of record, weeding of files etc. to be performed by concerned employee in summer vacations would be accomplished during summer vacations itself.
5. The special casual leaves for the officers of Registry and staff shall be sanctioned by the authority authorized to sanction casual leaves.
6. No officer/official will overstay or extend the period of Special Casual Leave. In case of default on any pretext, the entire period of leave including Special Casual Leave will be treated as leave of the kind due to him/her and may be held liable for disciplinary action.
7. With Special Casual Leaves, no other kind of leave shall be allowed as prefix or suffix.
8. Before proceeding on Special Casual Leave, every official will leave his/her address and contact number with the establishment and will proceed to leave only after written permission of his/her officer else he/she will be treated as willfully absent.
9. Personal Staff of Hon'ble Judges including PS/PA/JrPA/Court Master/Class-IV etc. would be allowed leave only after prior approval of Hon'ble Judge concerned.

BY ORDER


REGISTRAR GENERAL