

HIGH COURT OF JAMMU & KASHMIR AND LADAKH
(Office of the Registrar Judicial, Srinagar)

Subject: Electronic Casual Leave Record Maintenance System

CIRCULAR

No 446/275

Date 09-12-24

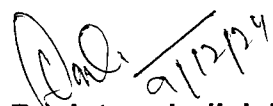
It has been observed that the officers / officials attached with Hon'ble Courts and Registry usually abstain from marking their attendance on biometric machines, causing great inconvenience in smooth functioning of Hon'ble Court work. To obviate this irregularity, all the officers / officials of this wing of Registry are directed to follow below mentioned instructions in letter and spirit;

1. All the officers / officials performing their duties with Hon'ble Courts and Registry are hereby directed to mark their attendance positively on all working days (including non sitting days) on the Bio-metric machines installed within the High Court Premises so that their on and off duty time is recorded respectively.
2. Mark of absent (A) on biometric attendance on a particular working day will be considered as on leave.
3. To ensure transparency and to adopt e-Culture with the commencement of Calendar Year 2025, the manual leave record, shall be switched to Electronic Leave Record System (ELRS).
4. Senior Technical Officer/Developers posted at E-Court, High Court Wing, Srinagar are directed to endow with necessary module.

Note: - Non compliance to this Circular will be viewed seriously.

No 27607

Date 09-12-24


Registrar Judicial

Copy to the:-

01. Registrar General, High Court of J&K and Ladakh, Jammu
02. Secretary to Hon'ble Mr./ Mrs. Justice _____
.....for information
03. In-charge, NIC, High Court Wing, Srinagar for information and uploading same on official website of High Court.
04. SO, Administration, High Court Wing, Srinagar shall supervise the transition from manual to E- Casual Leave Record System.
05. Shri Wasim Hyder Khan, Sr. Technical Officer, High Court Wing, Srinagar for information and necessary action.


Registrar Judicial