



**HIGH COURT OF SIKKIM  
GANGTOK**

No.: 06 /ESTT./HCS

Dated: 2-4-26

**CIRCULAR**

It is noticed that Officers and Staff of this High Court are proceeding on leave before obtaining sanction order. It has also been observed that leave applications, particularly for earned leave, are being submitted at the last moment, which affects office functioning while making last minute alternative arrangements.

In view of the above, Circular No. 9/Estt./HCS dated 03.03.2008 which clearly states that except in cases requiring immediate medical attendance (supported by doctor's prescription and medical certificate issued by the Medical Board, S.T.N.M. Hospital, Sochakgang or by the Medical Board, Central Referral Hospital, 5<sup>th</sup> Mile, Tadong) or in unavoidable circumstances, leave in all other cases shall be applied at least 20 days before the date on which the leave commences, is being disseminated again for strict compliance.

Further, in case of casual leave also, the same may be applied in advance except in unforeseen cases.

Absence from duty without prior sanction of leave amounts to unauthorized absence and the same will be treated as Leave Without Pay, without any notice.

All concerned are, therefore, directed to bear in mind the requirement of the Rules, while applying for leave and strictly adhere to the same. This has become necessary to streamline the prevalent irregularity.

By Order,

Sd/-  
**REGISTRAR GENERAL**

Memo No. (Z-12)/4201-10/ESTT./HCS

Date: 2-4-26

Copy to:-

1. Joint Registrar-cum-Senior Judgment Writer to Hon'ble Chief Justice, High Court of Sikkim;
2. Addl. Registrar-cum-PPS to Hon'ble Judge, High Court of Sikkim;

3. Joint Registrar-cum-Senior Judgment Writer to Hon'ble Judge, High Court of Sikkim;
4. All Section In-charges, High Court of Sikkim;
5. Guard File; and
6. File.

*[Handwritten signature]*  
01-04-2024  
**REGISTRAR**