

**HIGH COURT OF SIKKIM
GANGTOK**

No.: 16...../Estt./HCS

Dated: 24.06.2025.

N-O-T-I-F-I-C-A-T-I-O-N

During the **Special (Monsoon) Vacation** of the High Court of Sikkim with effect from **14.07.2025 to 25.07.2025**, the Officers and Staff Members of the High Court Establishment are permitted to avail the same as per the following roster arrangement:-

<u>1stBATCH ON DUTY</u> (14.07.2025 to 18.07.2025)	<u>BOTH BATCH ON DUTY</u> (19.07.2025)	<u>2nd BATCH ON DUTY</u> (21.07.2025 to 25.07.2025)
<u>OFFICE OF THE REGISTRAR GENERAL</u>		
	Mr. Aman Kumar, Stenographer Grade-II Mr. Bishnu Rimal, L.D.A.-cum-Typist Mr. Binod Kumar Rai, Office Attendant Mr. Vikash Kumar, Chowkidar/Caretaker Mr. Rahul Bhutia, Group 'D'	.
1st BATCH (14.07.2025 to 16.07.2025) <u>OFFICE OF THE REGISTRAR</u> 1. Mrs. Sonam Denka Wangdi, Registrar 2. Mr. Niketh Lakhandari, Stenographer Grade-III 3. Mr. Ravi Kumar Giri, Accounts Clerk-cum-Typist		
2nd BATCH (17.07.2025 to 19.07.2025) <u>OFFICE OF THE CENTRAL PROJECT COORDINATOR</u> 1. Mr. Benoy Sharma, Central Project Coordinator 2. Mr. Pranoy Pradhan, D.E.O-cum-Clerk		
3rd BATCH (20.07.2025 to 25.07.2025) <u>OFFICE OF THE REGISTRAR (JUDICIAL SERVICE)</u> 1. Mr. Sonam Palden Bhutia, Registrar (Judicial Service) 2. Ms. Madhumita Lama, Private Secretary		

<u>1st BATCH ON DUTY</u> (14.07.2025 to 18.07.2025)	<u>BOTH BATCH</u> <u>ON DUTY</u> (19.07.2025)	<u>2nd BATCH ON DUTY</u> (21.07.2025 to 25.07.2025)
<u>ACCOUNTS SECTION</u>		
1. Ms. Sarlaj Subba, Deputy Registrar 2. Mr. Yogesh Sharma, Junior Accountant 3. Mr. Neeraj, D.E.O.-cum-Accounts Clerk 4. Mr. Amit Gazmer, L.D.A.-cum-Accounts Clerk 5. Mr. Sanjay Chettri, Record Keeper		1. Mr. Damber Singh Subba,Accounts Officer 2. Mr. Diwash Karki, Senior Accountant 3. Ms. Sunita Basnett, Accountant 4. Mr. Madan Kumar Chhetri, L.D.A.-cum-Accounts Clerk
<u>CONFIDENTIAL SECTION</u>		
1. Ms. Paulen Lhamu Chettri, Dy. Registrar 2. Mr. Sujeet Pradhan, Assistant Registrar 3. Mr. Robin Subba, Office Superintendent 4. Ms. Prerna Darnal, U.D.A.		1. Mr. S. Diamond Singh, Office Superintendent 2. Mr. N. Shyamkishor Singh, U.D.A. 3. Mr. Abhishek Sarkar, U.D.A. 4. Ms. Ongmu Bhutia, Typist-cum-Clerk
<u>GENERAL SECTION</u>		
1. Mr. Yogesh Bhandari, Assistant Registrar (General) 2. Mr. Chetan Sharma, Court Officer 3. Mr. Loday Norbu Bhutia, Restorer-cum-Jr. Typist 4. Mr. Lakpa Tsh.Lepcha, Lineman		1. Mr. Neeraj Rajalim, Officer on Special Duty 2. Mr. Suman Prasad Adhikari, Head Assistant 3. Mr. Lha Tshering Bhutia, L.D.A.-cum- Typist
<u>ESTABLISHMENT SECTION</u>		
1. Mrs. Bhagawati Gurung, Office Superintendent 2. Mr. Tshering Norbu Bhutia, Asst. Librarian 3. Mr. Kanailal Goswami, Restorer-cum-Jr. Typist		1. Ms. Aruna Chhetri, Assistant Registrar 2. Ms. Pabita Pradhan, D.E.O.-cum-Clerk 3. Mrs. Tashi Dem Bhutia, Restorer-cum-Jr. Typist
<u>READERS</u>		
1. Ms. Sonu Hangma Subba, Reader		1. Ms. Daffne Tamang, Reader
<u>JUDICIAL SECTION</u>		
1. Mr. Kamal Prasad Chettri, Joint Registrar-cum- Reader 2. Mrs. Rupa Rai, Head Assistant 3. Md. Nashir Choudhary, L.D.A-cum-Prot. Assistant 4. Ms. Chezing Lhamu Chankapa, D.E.O.-cum-Clerk 5. Mr. Pawan Nirola, Record Keeper		1. Mr. Basant Pradhan, Deputy Registrar 2. Ms. Darshana Gurung, Deputy Registrar 3. Mrs. Pema Zangmu Bhutia, Office Superintendent 4. Mr. Gyatso Bhutia, Head Assistant 5. Mrs. Indira Chettri, L.D.A.-cum-Typist 6. Mr. Palzor Bhutia, L.D.A.-cum-Typist

<u>TRANSLATION SECTION</u>		
1. Mr. Shyam Prasad Sharma, Translator-cum- Typist 2. Ms. Ranjana Tamang, Translator-cum-Typist 3. Ms. Pema Yangkee Lepcha, Junior Translator (Lepcha) 4. Ms. Babita Subba (Limboo), Junior Translator (Limboo)		1. Ms. Pema Choki Bhutia, Junior Translator (Bhutia) 2. Ms. Rebecca Tamang, Junior Translator (Nepali) 3. Mrs. Lhenzey Bhutia, U.D.A
<u>LIBRARY SECTION</u>		
1. Mr. T. Indrajit Singh, Joint Registrar 2. Mrs. Sita Kumari Subba, Restorer-cum-Jr. Typist		1. Mr. Nithil Raika Thapa, Assistant Registrar 2. Mrs. Norkit Lepcha, Typist-cum-Clerk 3. Mr. Om Prakash Dhungel, Typist-cum-Clerk;
<u>PROTOCOL SECTION</u>		
1. Mr. Wongyal Tshering Bhutia, H.A. 2. Mr. Pradeep Pradhan, U.D.A. 3. Mr. Bikram Thapa, Copyist 4. Mr. Bimal Sherpa, L.D.A.-cum-Typist 5. Mr. Krishna Kumar Chettri, L.D.A.-cum-Prot. Asstt 6. Mr. Nima Tshering Tamang, Restorer-cum-Jr. Typist <i>(The roster duty of Protocol Section shall be arranged by Joint Registrar (IT)(I/C General and Protocol section) as per requirement)</i>		
<u>COMPUTER CELL</u>		
1. Mr. Tenzing Norbu Bhutia, Sr. System Officer 2. Mr. Naresh Sharma, Sr. System Officer 3. Mr. Ram Lall Dahal, Software Programmer. 4. Mr. Jwala Lama, System Assistant.		1. Mrs. Panita Lama, Assistant Registrar (IT) 2. Mr. Om Prakash Sharma, Assistant Registrar (IT) 3. Mr. Ramesh Sharma, Software Programmer 4. Mr. Raja Siddharth Raju, Hardware Engineer.
5. Mr. Sajan Pradhan, Live Streaming Coordinators 6. Mr. Sourav Chettri, Live Streaming Coordinators		5. Mr. Adriel Gyamtso Lingdong, Live Streaming Coordinators 6. Ms. Sakuntala Bastola, Live Streaming Coordinators
<u>BINDING CELL</u>		
1. Mr. Jona Chettri, Book Binder		1. Mr. Tsewang Namgyal Bhutia, Supervisor
<u>DESPATCH SECTION</u>		
1. Mrs. Manika Thapa, Restorer-cum-Jr. Typist		1. Mrs. Nima Lakhi Sherpa, L.D.A.-cum-Typist

<u>1st BATCH ON DUTY</u> (14.07.2025 to 18.07.2025)	<u>BOTH BATCH ON DUTY</u> (19.07.2025)	<u>2nd BATCH ON DUTY</u> (21.07.2025 to 25.07.2025)
<u>HIGH COURT OF SIKKIM MUSEUM</u>		
1. Ms. Shreya Pradhan, Curator		----
<u>SUPERVISORS</u> <u>(HOUSEKEEPING & MAINTENANCE)</u>		
1. Ms. Narayani Devi Dorjee, Supervisor (Housekeeping & Maintenance)		1. Ms. Sweta Chettri, Supervisor (Housekeeping & Maintenance)
<u>DRIVERS</u>		
1. Mr. Saran Tamang, Driver 2. Mr. Man Bahadur Subba,, Driver 3. Mr. Dawa Sherpa, Driver 4. Mr. Dhan Bahadur Limbu, Driver 5. Mr. Tshering Dorjee Bhutia, Driver 6. Mr. Ganga Ram Giri, Driver 7. Mr. Deepak Chettri, Driver 8. Mr. Mahadev Baraily, Driver (To attend duties as per the roster of Ld. Registrar General, Ld. Registrar, Ld. Registrar (Judicial Service), Ld. Central Project Coordinator, Additional Registrar-cum-PPS to the Hon'ble, the Chief Justice, Additional Registrar-cum-PS to Hon'ble, Judge & Joint Registrar (IT)/ Chief Protocol Officer)		
<u>DRIVERS</u>		
1. Mr. Bhimlal Sharma, Driver 2. Mr. Laku Tshering Tamang, Driver 3. Mr. Karma Tenzing Bhutia, Driver 4. Mr. Raman George Tamang, Driver 5. Mr. Bibek Subba, Driver		1. Mr. Balin Kr. Sharma, Driver 2. Mr. Sonam Palzang Bhutia, Driver 3. Mr. Raman George Tamang, Driver 4. Mr. Pappu Gurung, Driver 5. Mr. Laku Tshering Tamang, Driver 6. Mr. Bhawani S. Biswakarma, Driver
Officers/ Readers/ P.S. who are allotted a pool vehicle shall arrange the duties of their attached Drivers during the said vacations		
<u>MALI-CUM-OFFICE ATTENDANT</u>		
1. Mr. Anil Thami, Mali-cum-Office Attendant		1. Mr. Naresh Yadav, Mali-cum-Office Attendant

<u>SWEEPERS / GROUP "D" (SWEEPER)</u>		
1. Mrs. Anju Subba, Sweeper 2. Mr. Arjun Tamang, Sweeper-cum-Office Attendant 3. Mr. Phurba Tshering Lepcha, Group "D" (Sweeper) 4. Mr. Krishna Prasad Sharma, Group "D" (Sweeper)		1. Mrs. Passang Doma Bhutia, Sweeper; 2. Mr. Pappu Balmiki, Sweeper-cum-Office Attendant 3. Ms. Tshering Y. Bhutia, Group "D" (Sweeper) 4. Mr. Kishore Chettri, Group "D" (Sweeper)
<u>CHOWKIDARS</u>		
1 Mr. Bishal Sundas, Chowkidar		1. Mr. Karma Midu Sherpa, Chowkidar
<u>ZIMMEDAAR/OFFICE ATTENDANT /CHOWKIDAR/ ATTENDANT/RESIDENTIAL ORDERLIES (SEVAKS/COOK)/ GROUP "D"</u>		
<p>1. Mr. Sonam Tsh. Lepcha, Office Attendant 2. Mr. Ashwin Pradhan, Office Attendant 3. Mr. Saroj Rai, Office Attendant 4. Mr. S. Anand Singh, Zimmedaar 5. Mrs. Tshering Uden Bhutia, Office Attendant 6. Ms. Ahda Khan, Office Attendant/ Residential Orderly</p> <p>(To attend duties as per the roster of Registrar, Registrar (Judicial Service), and Central Project Coordinator)</p>		
1. Mr. Subash Rai, Office Attendant (Despatch) 2. Ms. Oinam Ibetombi Devi, Residential Orderly (S/C) (Library) 3. Ms. Gopi Maya Tamang, Group "D" (Estt/Reserve) 4. Mr. Arvind Kumar Ray, Residential Orderly (Sevak/Cook) (Confdl.) 5. Md. Abdul Karim, Office Attendant (Lift) 6. Mr. Rahul Bhutia, Group "D" (Reserve) 7. Ms. Jasoda Gurung, Group "D" (Reserve)		1. Mr. Sarad Singh, Office Attendant (Despatch) 2. Mr. Bikram Manger, Office Attendant (General) 3. Ms. Zangmu Bhutia, Office Attendant (Translation) 4. Mr. Sachin Rai, Office Attendant (Acct) 5. Mrs. Passang Kipu Lepcha, Peon (Estt) 6. Mr. Siddha Narayan Kumar, Office Attendant (Lift/Readers) 7. Mr. Mani Kumar Chettri, Group "D" (Accounts/ Reserve)

Notes:-

1. The Registrar General shall be on duty as per directions of the Hon'ble, the Chief Justice, High Court of Sikkim issued from time to time.
2. Additional Registrar-cum-Principal Private Secretary to Hon'ble, the Chief Justice, and Additional Registrar-cum-Private Secretary to Hon'ble Judge and the Deputy Registrar-cum-Private Secretary to Hon'ble Judge shall arrange the duties of Officers and staff attached in the offices and residences of Hon'ble the Chief Justice and Hon'ble Judges during the above vacation. Joint Registrar (IT) (I/C General and Protocol Section) shall arrange the duties of the staff attached in the High Court Guest House / High Court Museum.

3. The Joint Registrar (IT) / Chief Protocol Officer (In-charge General & Protocol) & Supervisor (Protocol & Management), High Court of Sikkim shall be on duty as per the directions of the Hon'ble, the Chief Justice issued from time to time.
4. Officers/ Readers/ Stenographers who are allotted pool vehicle(s) shall arrange the duties of their attached drivers during the said vacations.
5. In-charge of each Section of this Registry shall arrange to hand over the list of all pending works or instructions, if any, to the Officers and Staff of next batch on duty.
6. All Drivers, Office Attendant, Mali-cum-Peons, Residential Orderlies (Sevak/Cook), Chowkidar/Sweeper, Group "D" (Sweeper) and Group "D" are hereby informed that in case of emergency they shall be recalled from vacation to attend their duties, as such, they are directed to keep their mobile on **Switch-on mode**.
7. The officers and staff shall not be allowed to avail any kind of leave during the roster period except on unavoidable circumstances.
8. The Office timings shall be from 11.00 a.m. to 03.00 p.m. during the ensuing Special (Monsoon) Vacation. All Officers and Staff shall strictly follow the office timings. In case they are found absent during office hours, strict action will be taken against them. Further, in case of any urgency of work, employees may be asked to remain on duty even beyond the office hours.

By Order,

sd/-

REGISTRAR GENERAL

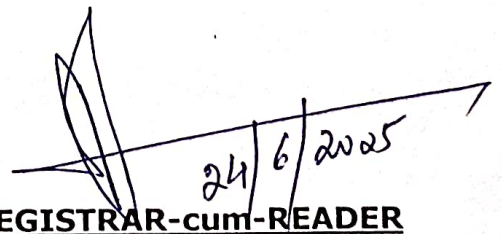
Memo No. (Z-15)/1 (122)90-2025/Estt./HCS.3896-3908.....

Date: 24.06.2025.....

Copy to:-

1. Additional Registrar-cum-Principal Private Secretary to the Hon'ble, the Chief Justice, High Court of Sikkim;
2. Additional Registrar-cum- Private Secretary to Hon'ble Judge, High Court of Sikkim;
3. Deputy Registrar-cum-Private Secretary to Hon'ble Judge, High Court of Sikkim;
4. Personal Assistant to Registrar General, High Court of Sikkim;
5. Office of the Ld. Registrar, High Court of Sikkim;
6. Private Secretary to Ld. Registrar (Judicial Service), High Court of Sikkim;
7. Office of the Ld. Central Project Coordinator, High Court of Sikkim;
8. Joint Registrar(IT)/ Chief Protocol Officer, High Court of Sikkim;
9. All Section In-charge, High Court of Sikkim;
10. Notice Board;
11. File and;
12. Guard File.




24/6/2025

JOINT REGISTRAR-cum-READER