

HIGH COURT OF SIKKIM  
GANGTOK

No.:52/Estt./HCS

Dated: 11.12.2025

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

During the **Christmas / Losoong & Namsoong/ Winter Vacation** of the High Court of Sikkim with effect from **16.12.2025 to 02.03.2026**, the Officers and Staff Members of the High Court Establishment are permitted to avail the same as per the following roster arrangement.

<u>1<sup>st</sup> BATCH ON DUTY</u>	<u>BOTH BATCH ON DUTY</u>	<u>2<sup>nd</sup> BATCH ON DUTY</u>
(16.12.2025 to 28.01.2026)	(29.01.2026)	(30.01.2026 to 02.03.2026)
<u>OFFICE OF THE REGISTRAR GENERAL</u>		
Mr. Aman Kumar, Stenographer Grade-I Mr. Bishnu Rimal, Stenographer Grade-I Mr. Binod Kumar Rai, Group "D" (MTS) Mr. Vikash Kumar, Group "D" (MTS) Mr. Rahul Bhutia, Group "D" (MTS)		
<b>1<sup>ST</sup> BATCH (16.12.2025 TO 14.01.2026)</b>  <u>OFFICE OF THE REGISTRAR (JUDICIAL SERVICE)</u>  Ms. Sonam Denka Wangdi, Registrar (Judicial Service) Mr. Niketh Lakandri, Stenographer Grade-III Mr. Ravi Kumar Giri, Accounts Clerk-cum-Typist		
<b>2<sup>ND</sup> BATCH (15.01.2026 to 06-02.2026)</b>  <u>OFFICE OF THE CENTRAL PROJECT COORDINATOR</u>  Mr. Karma Wangchuk Bhutia, Central Project Coordinator Ms. Tenzin Noryang Bhutia, Stenographer Grade-II		
<b>3<sup>RD</sup> BATCH (07.02.2026 TO 02.03.2026)</b>  <u>OFFICE OF THE REGISTRAR</u>  Mr. Sonam Palden Bhutia, Registrar Ms. Madhumita Lama, Deputy Registrar-cum-Private Secretary		

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<b>(16.12.2025 to 28.01.2026)</b>	<b>(29.01.2026)</b>	<b>(30.01.2026 to 02.03.2026)</b>
<b><u>ACCOUNTS SECTION</u></b>		
1. Mrs. Sarlaj Subba, Chief Accounts Officer 2. Mr. Diwash Karki, Accounts Officer 3. Mr. Amit Gazmer, L.D.A.-cum-Accounts Clerk 4. Mr. Madan Kr. Chhetri, L.D.A.-cum-Acct. Clerk 5. Mr. Sanjay Chettri, Record Keeper	1. Mr. Damber Singh Subba, Deputy Registrar (Accounts) 2. Mrs. Sunita Basnett, Accountant 3. Mr. Yogesh Sharma, Junior Accountant 4. Ms. Tshering Lhaden Bhutia, U.D.A.-cum-Accounts Clerk 5. Mr. Neeraj Kumar Singh, D.E.O.-cum-Accounts Clerk	
<b><u>CONFIDENTIAL SECTION</u></b>		
1. Mrs. Paulen Lhamu Chettri, Deputy 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. Shyam Kishor Singh, U.D.A. 3. Ms. Ongmu Bhutia, L.D.A.-cum-Typist	
<b><u>GENERAL SECTION</u></b>		
1. Mr. Neeraj Rajalim, Officer on Special Duty 2. Mr. Chetan Sharma, Court Officer 3. Mr. Loday Norbu Bhutia, Restorer-cum-Jr. Typist 4. Mr. Lakpa Tsh. Lepcha, Lineman	1. Mr. Yogesh Bhandari, Assistant Registrar 2. Mr. Suman Psd. Adhikari, Head Assistant 3. Mr. Lha Tshering Bhutia, L.D.A.-cum-Typist	
<b><u>ESTABLISHMENT SECTION</u></b>		
1. Ms. Aruna Chhetri, Deputy Registrar 2. Ms. Pabita Pradhan, Head Assistant 3. Mr. Kanailal Goswami, Restorer-cum-Jr. Typist	1. Mrs. Bhagawati Gurung, Office Superintendent 2. Mr. Tshering Norbu Bhutia, Head Assistant 3. Mr. Navid Pradhan, L.D.A.-cum-Typist 4. Ms. Tashi Dem Bhutia, Restorer-cum-Jr. Typist	
<b><u>READERS</u></b>		
1. Ms. Daffne Tamang, Reader 2. Ms. Sonu Hangma Subba, Reader	1. Mrs. Samjata Pradhan, Reader	
<b><u>JUDICIAL SECTION</u></b>		
1. Ms. Darshana Gurung, Joint Registrar-cum-Reader 2. Mr. Gyatso Bhutia, Office Superintendent 3. Ms. Chezing Lhamu Chankapa, Head Assistant 4. Ms. Indira Chettri, L.D.A.-cum-Typist 5. Mr. Palzor Bhutia, L.D.A.-cum-Typist	1. Mr. Kamal Psd. Chettri, Additional Registrar-cum-Senior Reader 2. Mr. Basant Pradhan, Deputy Registrar 3. Mrs. Pema Zangmu Bhutia, Office Superintendent 4. Mrs. Rupa Rai, Head Assistant 5. Md. Nashir Choudhary, L.D.A.-cum-Prot. Asst. 6. Mr. Pawan Niroula, Record Keeper	



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(16.12.2025 to 28.01.2026)	(29.01.2026)	(30.01.2026 to 02.03.2026)
<b><u>TRANSLATION SECTION</u></b>		
1. Ms. Yammuna Thapa, Translator-cum-Typist 2. Mrs. Lhenzey Bhutia, U.D.A. 3. Ms. Rebecca Tamang, Jr. Translator(Nepali) 4. Ms. Pema Yangkee Lepcha, Jr. Translator (Lepcha)	1. Ms. Ranjana Tamang, Translator-cum-Typist 2. Ms. Pema Choki Bhutia, Jr. Translator(Bhutia) 3. Ms. Babita Limboo, Jr., Translator(Limboo)	
<b><u>LIBRARY SECTION</u></b>		
1. Mr. Nithil Raika Thapa, Assistant Registrar 2. Dr. Abdul Moid, Librarian 3. Ms. Sita Kumari Subba, Restorer-cum-Typist	1. Mr. T. Indrajit Singh, Joint Registrar 2. Ms. Norkit Lepcha, Typist-cum-Clerk 3. Mr. Om Prakash Dhungel, Typist-cum-Clerk	
<b><u>PROTOCOL SECTION</u></b>		
1. Mr. Wongyal Tshering Bhutia, Head Assistant 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		
<b><i>(The roster duty of Protocol Section shall be arranged by the Additional Registrar(IT) /Chief Protocol Officer as per requirement)</i></b>		
<b><u>COMPUTER CELL</u></b>		
1. Mr. Naresh Sharma, Sr. System Officer 2. Mr. Raja Siddharth Raju, Asst. Registrar (IT) 3. Mr. Rinchen Wangchuk Lepcha, System Officer 4. Mr. Jwala Lama, System Assistant 5. Ms. Hishay Palmu Bhutia, Technical Assistant 6. Mr. Sourav Chettri, Live Streaming Coordinator 7. Mr. Sajjan Pradhan, Live Streaming Coordinator	1. Ms. Panita Lama, Assistant Registrar (IT) 2. Mr. Tenzing Norbu Bhutia, Sr. System Officer 3. Mr. Om Prakash Sharma, Assistant Registrar (IT) 4. Mr. Ramesh Sharma, Software Programmer 5. Mr. Ram Lal Dahal, Software Programmer 6. Mr. Adriel Gyamtso Lingdong, Live Streaming Coordinator 7. Ms. Sakuntala Bastola, Live Streaming Coordinator	
<b><u>BINDING CELL</u></b>		
1. Mr. Tsewang Namgyal Bhutia, Supervisor	1. Mr. Jona Chettri, Book Binder	
<b><u>DESPATCH SECTION</u></b>		
1. Mrs. Nima Lakhi Sherpa, L.D.A.-cum-Typist	1. Ms. Manika Thapa, Restorer-cum-Jr. Typist	

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<b>(16.12.2025 to 28.01.2026)</b>	<b>(29.01.2026)</b>	<b>(30.01.2026 to 02.03.2026)</b>
<b><u>HIGH COURT OF SIKKIM MUSEUM</u></b>		
1. Ms. Shreya Pradhan, Curator	-----	
<b>OFFICE SUPERINTENDENT (General Management) / SUPERVISORS (Housekeeping &amp; Management) / SUPERVISORS (Protocol &amp; Management) SUPERVISORS (Vehicles &amp; Machineries)</b>		
1. Ms. Nirdesha Pradhan, Office Superintendent (Gen. Management) 2. Ms. Narayani Devi Dorjee, Supervisor (Housekeeping & Management) 3. Ms. Ahda Khan, Supervisor (Vehicles & Machineries)	1. Ms. Sweta Chettri, Supervisor (Housekeeping & Management) 2. Ms. Karma Zangmu Thapa, Supervisor (Protocol & Management)	
<b><u>DRIVERS</u></b>		
1. Mr. Saran Tamang, Driver 2. Mr. Tshering Dorjee Bhutia, Driver 3. Mr. Dawa Sherpa, Driver 4. Mr. Dhan Bahadur Limbu, Driver 5. Mr. Mahadev Baraily, Driver 6. Mr. Ganga Ram Giri, Driver 7. Mr. Deepak Chettri, Driver		
<b>(To attend duties as per the roster of Ld. Registrar General, Ld. Registrar, Ld. Central Project Coordinator, Ld. Registrar (Judicial Service), Additional Registrar-cum-PPS to the Hon'ble, the Chief Justice, Additional Registrar-cum-PS to Hon'ble, Judge &amp; Addl. Registrar (IT)/ Chief Protocol Officer.</b>		
<b><u>DRIVERS</u></b>		
1. Mr. Bhimlal Sharma, Driver 2. Mr. Balin Kr. Sharma, Driver 3. Mr. Pappu Gurung, Driver 4. Mr. Bibek Subba, Driver 5. Mr. Laku Tshering Tamang, Driver 6. Mr. M. B. Rai, Bus Driver	1. Mr. Sonam Palzang Bhutia, Driver 2. Mr. Karma Tenzing Bhutia, Driver 3. Mr. Sonam Gyatso Bhutia, Driver 4. Mr. Bhawani Shankar Biswakarma, Driver 5. Mr. Raman George Tamang, Driver 6. Mr. Man Bahadur Subba, Driver 7. Mr. John Tamang, Driver	
<b>Officers/ Readers/ P.S. who are allotted a pool vehicle shall arrange the duties of their attached Drivers during the said vacations</b>		





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(16.12.2025 to 28.01.2026)	(29.01.2026)	(30.01.2026 to 02.03.2026)
<b><u>GROUP "D" (Multi-Tasking Staff)</u></b>		
<b>HIGH COURT GUEST HOUSE / MUSEUM</b>		
1. Mr. Sanoj Kumar 2. Mr. Rajanish Kumar Yadav 3. Ms. Mingma Lhamu Sherpa		1. Ms. Tik Maya Tamang 2. Ms. Shyrun Subba 3. Ms. Santa Maya Tamang 4. Mr. L. Akshyajit Sharma
1. Mr. Naresh Yadav  (Shall perform the duties of Mali)		1. Mr. Anil Thami  (Shall perform the duties of Mali)
1. Mr. Pappu Balmiki, (Shall also attend duties in the Library Section) 2. Mr. Phurba Tshering Lepcha 3. Ms. Phurmit Lepcha (Shall also attend duties in the Establishment Section)  (Shall perform the duties of Sweepers)		1. Mrs. Passang Doma Bhutia, 2. Mr. Arjun Tamang, 3. Mrs. Anju Subba, 4. Ms. Tshering Y. Bhutia 5. Mr. Ajoy Kumar Roy 6. Mr. Kishor Chettri (Shall also attend duties in the General Section)  (Shall perform the duties of Sweepers)
1. Mr. Karma Midu Sherpa  (Shall perform the duties of Chowkidar)		1. Mr. Vikash Kumar  (Shall perform the duties of Chowkidar)
<div> 1. Mr. Saroj Rai  2. Mrs. Tshering Uden Bhutia  3. Mr. Sonam Tsh. Lepcha  4. Mr. S. Anand Singh  5. Ms. Gopi Maya Tamang </div> <p><b>(To attend duties as per the roster of Registrar, Central Project Coordinator and Registrar (Judicial Service))</b></p>		
1. Mr. Karma Midu Sherpa, <b>(Lift/Reader)</b> 2. Ms. Jasoda Gurung, <b>(Estt./Reserve)</b> 3. Mr. Mani Kumar, <b>(Accounts)</b> 4. Mr. Sharad Singh, <b>(Despatch)</b> 5. Mr. Roshan Dong Tamang, <b>(Judl.)</b> 6. Mr. Stephen Lepcha <b>(Prot/Reserve)</b> 7. Mr. Bikram Manger <b>(General/Confdl.)</b> 8. Ms. Sharmila Rai <b>(Reserve)</b> 9. Ms. Umarwati Devi <b>(Reserve)</b>  (Shall attend to the duties of Office Attendants)		1. Md. Abdul Karim, <b>(Lift/Reserve)</b> 2. Mr. Arvind Kumar Ray, <b>(Confdl.)</b> 3. Mr. Sachin Rai, <b>(Accounts)</b> 4. Ms. Oinam Ibetombi Devi, <b>(Library)</b> 5. Ms. Zangmu Bhutia, <b>(Translation)</b> 6. Mr. Subash Rai, <b>(Despatch)</b> 7. Mr. Ashwin Pradhan, <b>(Judl.)</b> 8. Ms. Passang Kipu Lepcha, <b>(Estt)</b> 9. Mr. Siddh Narayan Kumar <b>(Reader/Reserve)</b>  (Shall attend to the duties of Office Attendants)

**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 Joint Registrar-cum-Sr. Judgment Writer 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. Additional Registrar (IT)/Chief Protocol Officer shall arrange the duties of the staff attached in the High Court Guest House / High Court Museum.
3. The Additional Registrar (IT)/Chief Protocol Officer shall be on duty as per the direction of the Hon'ble, the Chief Justice issued from time to time.
4. Officers/ Readers 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 and Group "D" (Multi-Tasking Staff) 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. 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 Christmas / Losoong & Namsoong and Winter 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**

**Memo No. (Z-15)/Estt./HCS. 12633-41**

**Date: 11-12-2025**

**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. Joint Registrar-cum-Sr. Judgment Writer to Hon'ble Judge, High Court of Sikkim;
4. Staff Officers to Registrar General, High Court of Sikkim;
5. Central Project Coordinator, High Court of Sikkim;
6. Registrar (Judicial Service), High Court of Sikkim;
7. Additional Registrar(IT)/Chief Protocol Officer, High Court of Sikkim;
8. All Section In-charge, High Court of Sikkim;
9. Notice Board;
10. File and;
11. Guard File.

**JOINT REGISTRAR**