

Dated, Mandi the 22<sup>nd</sup> October, 2018.

**OFFICE ORDER**

It has come to the notice of the undersigned that some of the officer(s)/officials of this department are habitual of coming to their respective office late in the morning and departing the office before office hours.

It has also come to the notice that the officer(s)/officials are also habitual to leave the station without prior approval/sanction of station leave beyond radius of 8 K.M. from the headquarter.

It is, therefore, ordered that, henceforth the following instructions are hereby issued for strict compliance:

1. Every officer/official of the establishment of this Division would maintain strict discipline and come to and depart from the office/offices and avail lunch hours as per time schedule prescribed by the Registry of Hon'ble High Court of H.P

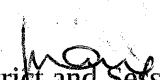
2. No officer/official shall leave the station without prior permission of the competent authority as per leave rules.

3. No request for casual leave/station leave, unless received 48 hours in advance, shall be entertained, save and except in extremely exceptional cases, in which eventuality, the exception has to be explained in the application itself for consideration of the authority.

4. Every Court shall submit the list of officer/officials alongwith their active contact number to this office, so that they could be contacted in case of emergency.


Any departure from the instructions will be viewed as a serious misconduct for administrative follow up action.

Please acknowledge receipt of the communication.

  
District and Sessions Judge,  
Mandi, Civil and Sessions Division,  
Mandi, District Mandi, H.P.

7013-7029

Endst. No. DJ-R(Insts.)/MND/2018\_\_\_\_Dated Mandi the 22<sup>nd</sup> October, 2018.  
Copy forwarded to all the Judicial officers of this Division for information and necessary action.

  
District and Sessions Judge,  
Mandi, Civil and Sessions Division,  
Mandi, District Mandi, H.P.