

HIGH COURT OF JHARKHAND, RANCHI

NOTICE

It is being categorically informed to all concerned that explicit instructions were previously issued, requiring all staff members and officers to be present at their respective seats by **9:55 AM sharp**. Despite this clear directive, during a surprise inspection it is revealed that several staff members were not found in their designated workplaces, which constitutes a serious breach of official conduct and discipline.

As a result, Show Cause Notices have been served to the following individuals:

1. Sri Harindra Prasad Sahu, Assistant Registrar, Writ Pending,
2. Sri Satish Kumar, Assistant Registrar, Writ Pending,
3. Sri Ravish Roshan, Assistant Registrar, Writ Pending,
4. Sri Md. Ibrahim, Assistant Registrar, Writ Pending,
5. Sri Faiyazul Hasan, Assistant Registrar, Writ Pending,
6. Ms. Sumita Sinku, Section Officer-cum-D.A, I/c, M.J.C
7. Sri Gautam Kumar, Typist, Second Appeal,

This behavior reflects a gross disregard for duty and administrative orders, and shall not be tolerated under any circumstance.

All staff and officers are hereby given a final and non-negotiable warning to be seated at their official workstations by the prescribed reporting time henceforth.


Any further act of indiscipline or failure to adhere to the reporting time as per **Standing Order No. 02 of 2003** (copy enclosed) and absence from workplace during the working hours will result in immediate and strict disciplinary action, as per Rule or any other punitive measure deemed fit by the administration.

Sd/-
(Manoj Prasad)
Registrar General

Memo No. 1874/Accts.

Dated 29/07/2025

Copy forwarded to O/o Registrar General / Registrar (Admn.) / Registrar (Vigilance) I/c / Registrar (Estab.) / Registrar (Judicial) / CPC / P.P.S. to Hon'ble The Chief Justice / All Joint Registrars, Deputy Registrars and Assistant Registrars (Judicial & Non-Judicial) / All Court Masters / All Incharge Section Officers with a direction to circulate this notice amongst all Officers and Staff working in their respective Section / Assistant Registrar, C.P.C. Section with a direction to upload this notice on the official website / Oath Commissioner _____ High Court of Jharkhand, Ranchi for information and needful.


(Manoj Prasad)
Registrar General
21/7/25

JHARKHAND HIGH COURT: RANCHI

Standing Order No. 02 of 2003

A surprise inspection of all the Sections of the Court was made by the Registrar General and the Joint Registrar (Judicial) on 2/8/2003 between 10 to 10.10 a.m. and a large number of Officers and Staff were found absent in course of surprise inspection. Upon bringing the matter to the notice of Hon'ble the Chief Justice, His Lordship has been pleased to express **displeasure** on late arrival of the Officers and Staff of this Court to their duties.

His Lordship has been pleased to warn them for their late arrival with clear direction not to repeat in future. His Lordship has also been pleased to direct to improve their working culture.

In order to streamline the punctuality and to avoid any further **displeasure** of Hon'ble the Chief Justice, it is hereby ordered for information and strict compliance by all concerned:

1/ All the Officers and staff of the Court must report themselves by 9.55 a.m. and by putting their signatures on the attendance register, they will start their workings by 10.00 a.m.

2/ All the Section Officers will send the attendance registers before their Administrative Officers, as the case may be, by 10.10 a.m.

3/ Thereafter the attendance registers will be sent to the concerned Assistant Registrars or the Officers of the Registry, as the case may be, by 10.15 a.m. by the Administrative Officers.

4/ Any Officer or Staff putting his/her attendance before the Administrative Officer or the Assistant Registrar or the Officers of the Registry, as the case may be, will mark his/her attendance by giving time. This will be allowed only in exceptional circumstance and not as a general practice. The Administrative Officer/Officer of the Registry will discourage such practice of anyone concerned.

5/ Any Officer or Staff putting his/her attendance after 10.15 a.m. till 11.00 a.m. before the Assistant Registrar or the Officers of the Registry, as the case may be, will be treated as late comer without information.

However, on any unforeseen circumstance, if any Officer/Staff will come late by filing late slip will also be treated as late comer but with prior information.

In both the cases, either without information or with prior information, if any Officer or Staff is found to be coming late for the third day in a month, one day's Casual Leave will be deducted from his credit.

It will be the duty of the concerned Section Officer to maintain a record of late comers for three days and keep his/her superior officer informed so that deduction of C.L. could be ensured.

6/ In no case, any Officer/Staff will be permitted to leave the Office for personal work during working hours except in exceptional circumstance with the prior permission of the concerned officer of the Registry under whose control he/she is.

Any deviation of the aforesaid instructions will be at the sole responsibility of the concerned Officer/staff and liable to face any action as would be deemed fit and proper.

By order of Hon'ble the
Chief Justice,


Registrar General

Dated: 4th August, 2003