



From

Registrar General,  
High Court of Uttarakhand,  
Nainital.

To

1. All the District Judges, Subordinate to High Court of Uttarakhand.
2. Principal Secretary Legislative & Parliamentary Affairs, Government of Uttarakhand, Dehradun.
3. Principal Secretary Law-cum-L.R., Government of Uttarakhand, Dehradun.
4. Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Hardwar Road, Dehradun.
5. Chairman, State Transport Appellate Tribunal, 3/5 A, Race Course, Near Rinku Medicose, Dehradun.
6. Registrar (Vigilance), High Court of Uttarakhand, Nainital.
7. Director, Uttarakhand Judicial And Legal Academy, Bhowali, Distt. Nainital.
8. Secretary, Lokayukt, 3/3, Industrial Area, Patel Nagar, Dehradun.
9. Principal Judge, Family Court, Dehradun and Judges, Family Court, Hardwar, Nainital, Pauri Garhwal & Udham Singh Nagar.
10. Registrar, State Consumer Disputes Redressal Commission, Uttarakhand, House No. 176, Ajabpur Kalan, Near Spring Hills School, Mothrowala Road, Dehradun, 248415.
11. Member-Secretary, Uttarakhand State Legal Services Authority, Nainital.
12. Presiding Officer, Industrial Tribunal-cum-Labour Court, Haldwani, Distt. Nainital.
13. Presiding Officer, Labour Courts, Dehradun, Hardwar and Kashipur, Distt. Udham Singh Nagar.
14. Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani, Distt. Nainital.
15. Registrar, Public Service Tribunal, Uttarakhand, Dehradun.
16. Chairman, Uttarakhand Co-operative Tribunal, Dehradun.
17. Registrar-cum-Secretary, State Level Police Complaint Authority, Dehradun.

C.L.No. 04 /XVII-7/Admin.A/2015

Dated: August 04, 2015.

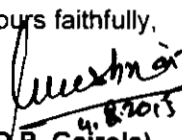
**Subject:** Regarding casual leave/special casual leave/station leave of judicial officers.

Sir,

In continuation to the C.L. No. 02/XVII-7/Admin.A/2015 dated 29.07.2015 on the subject noted above, kindly find enclosed herewith the revised proforma for applying casual leave/special casual leave/station leave. Henceforth, all such leave must be applied in the enclosed revised proforma.

You are, therefore, informed accordingly.

Encl: As above

Yours faithfully,  
  
(D.P. Gairola)

No. 474 /XVII-7/Admin.A/2015

Dated: August 04, 2015.

Copy forwarded for information to:

1. P.P.S. to Hon'ble the Chief Justice.
2. P.S. to Hon'ble Judge(s) with the request to place it before His Lordship for kind perusal.
3. All the Registrars, High Court of Uttarakhand, Nainital.
4. I/c N.I.C., High Court of Uttarakhand, Nainital.
5. Guard file.

Registrar General

**Application for Casual Leave/Special Casual Leave/ Station Leave**

1. Name of the Applicant (in full) .....
2. Designation .....
3. Place of Posting .....
4. Leave required from .....
5. Kind of leave .....
6. Reason/Purpose for leave .....
7. Whether nominated for any Training during this period(Yes/ No): .....
8. Permission for station leave required (Yes/No) .....
9. Whether official vehicle to be taken (Yes/ No):.....
9. Saturday, Sunday and Holidays if any, proposed to be prefixed/ suffixed to leave:.....
10. Number of days of leave:.....
11. Name of the Station to be visited and telephone number or official mobile phone number during leave .....
- .....
- E-Mail address .....

(Signature of Judicial Officer)

Dated.....

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***(For office use only)***

- ..... days Casual Leave/ Special Casual Leaved are due upto ..... (date)
- Remarks/Recommendations, if any, .....

Signature of dealing R.O./ ARO/ Clerk

Signature of dealing Section Officer/ Assistant Registrar

Signature of concerned Registrar at High Court

Sanctioned/ Not Sanctioned

**Hon'ble the Chief Justice/ Hon'ble Administrative Judge/ Registrar General/ District Judge**

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**Note:** The portion of the above proforma marked as "For office use only" is illustrative in nature. The contents may be changed as per the circumstances.