

**High Court of Judicature at Allahabad**  
**(Administrative-E-I Section)**

**NOTICE**

Hon'ble the Incharge Leave Sanctioning Authority has been pleased to pass the following order on 13.07.2021:-

All the Gazetted Officers i.e. Class I officer (except Judicial Officer) and Class II officer (except Review officer and its equivalent officers/posts) of the High Court Allahabad including its Lucknow Bench, Lucknow are directed :

1. to submit their leave application on the prescribed format in case of extension/amendment of leave.
2. to fill up all the relevant columns properly mentioned in the leave application form.
3. to submit the Handing over Charge Certificates duly forwarded and countersigned by the concerning officers before proceeding on leave and taking over charge certificates duly forwarded and countersigned by the concerning officers be submitted at timing of the joining.
4. all the female Gazetted Officers i.e. Class I officer (except Judicial Officer) and Class II officer (except Review officer and its equivalent officers/posts) of the High Court Allahabad including its Lucknow Bench, Lucknow must be directed to submit the supporting documents i.e. number of children, age proof of children and date/schedule of examination, sickness etc. The Child Care Leave application shall be submitted well before proceeding on leave so that it can get easily sanctioned.
5. to submit their Leave Applications before one week of proceeding on Leave. It would stand relaxed in case of emergency or urgency coming into existence.

AND

The copies of **Handing and Taking over Charge Certificates** may be obtained from the applicant in **one leaf** instead of triplicate.

By order of the court,

Joint Registrar (Admin. E-I)

No. 8381 /Admin (E-I) Section/ Allahabad/ Dated: 16.07.2021

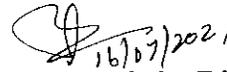
**Copy forwarded for information and necessary action to:**

1. The Chief Private Secretary to Hon'ble the Chief Justice.
2. The J.R./D.R./A.R.-cum-P.S. to the Registrar General, High Court, Allahabad.
3. The Senior Registrar, High Court, Lucknow Bench, Lucknow, along-with the copy of Handing and Taking over Charge Certificate (with request to direct officer concerned to circulate the copy of instant notice to all the Gazetted Class I officer (except the Judicial officer) and Class II officer (except Review officer and its equivalent officers/posts) of High Court, Lucknow Bench, Lucknow.
4. All the Registrars, Joint Registrars and Deputy Registrars, High Court, Allahabad (with request to direct officer concerned to circulate the copy of instant notice to all the Gazetted Class I Officers (except the Judicial officer) and Class II officer (except Review officer and its equivalent officers/posts) working under their supervision.

(P.T.O.)

5. The Principal Private Secretary (Administration), High Court, Allahabad with request to circulate the instant Notice amongst all the Private Secretaries.
6. The Registrar-cum-Principal Bench Secretary, High Court, Allahabad with request to circulate the instant Notice amongst all the Bench Secretaries.
- ✓ 7. The System Manager, Computer Centre, High Court, Allahabad with request to upload copy of instant Notice along-with Leave Application Format, Handing and Taking over Charge Certificate, Medical and Fitness Certificate as well as to circulate the instant notice amongst concerned officers working under his/her supervision.
8. The C.D.O.-cum-Chief Librarian, High Court, Allahabad with request to circulate the instant notice amongst concerned officers working under his/her supervision.
9. D.R. Admin-H with request to place the instant notice in guard file.
10. Display on Notice Board.

By order of the court,

 16/07/2021

Joint Registrar (Admin. E-I)

**APPLICATION FOR LEAVE/ENCASHMENT OF LEAVE**

- NOTES :-** (1) Entries against items 1 to 10 will be filled in by all the applicants, whether they are Gazetted Officers or Non-Gazetted Officers.  
(2) Item 10 will be applicable only in case of Encashment of Leave.

1. Name of the Applicant : .....
2. Leave Rules applicable : .....
3. Designation : .....
4. Department/Office : .....
5. Pay : .....
6. From which date and up-to which date the leave is required and its nature. : From .....to.....  
Nature of Leave.....
7. Purpose of the Leave applied for : .....
8. Duration and nature of last leave taken : From .....to.....  
Nature of Leave.....
9. Address during the period of Leave along-with Mobile Number : .....
10. (a) (1) whether encashment for 30 days/15 days leave on average pay/Earned Leave is required? : .....
- (2) If yes, then on which date : .....
- (b) Have you availed of the facility of encashment of leave before it during the current calendar year? : .....
- Date:..... Signature of the Applicant
11. Remarks/recommendations of the Forwarding Officer : .....
- Date:..... Signature  
Designation
12. Report of the Competent Authority according to S.R. 81, Financial Hand Book, II, Parts II-IV. Volume
  - (a) It is certified that under Fundamental Rule/Subsidiary Rule.....of Financial Hand Book, Volume II, Parts II-IV the Earned Leave/Leave on average pay applied for from ..... to .....is due.
  - (b) It is certified that the facility of encashments of leave as required at item 10 is due and admissible.
- Date: Signature  
Designation
13. Orders of the Competent Authority for sanction of leave and encashment of leave.
- Date: Signature  
Designation

**(For the Gazetted Officers)**

**Name of the Officer :** .....  
(In Block Letter)

**Employee No.-.....**

**HANDING OVER CHARGE CERTIFICATE**

Certified that the office of the .....High Court of  
Judicature at Allahabad was transferred as herein denoted in the forenoon/afternoon of  
..... for availing of **Earned Leave / Medical Leave** for ..... days w.e.f.  
..... to .....with permission to prefix  
..... and to suffix  
..... in anticipation of  
sanction of leave.

( )

**Relieved Officer**  
**X**  
Relieving Officer

Designation & Signature  
of the **Forwarding Officer**.....

**Countersignature**

.....  
**Joint/Deputy Registrar (Establishment)/(Joining)**  
High Court of Judicature at Allahabad.

**(For the Gazetted Officers)**

**Name of the Officer :** .....  
(In Block Letter)

**Employee No.-.....**

**TAKING OVER CHARGE CERTIFICATE**

Certified that the office of the .....High Court of  
Judicature at Allahabad was transferred as herein denoted in the forenoon of  
..... after availing of **Earned Leave / Medical Leave** for ..... days w.e.f.  
..... to .....with permission to prefix  
..... and to suffix  
..... in anticipation of  
sanction of leave.

**X**  
Relieved Officer

( ..... )  
**Relieving Officer**

Designation & Signature  
of the **Forwarding Officer**.....

**Countersignature**

.....  
**Joint/Deputy Registrar (Establishment)/(Joining)**  
High Court of Judicature at Allahabad.

**MEDICAL CERTIFICATE**

Under Rule 89, Chapter IX of Financial Hand Book Volume II (Part II to IV)

Statement of the case of :.....

(Name to be filled in by the applicant in the presence of the Chief Medical Officer or the Authorized Medical Attendant).

**Signature of the Applicant** :.....

**Appointment held** :.....

**Age** :.....

**Total Service** :.....

Previous periods of Leave of absence on Medical Certificate.

**Habits** :.....

**Disease** :.....

**History** :.....

I, Dr. ....Chief Medical Officer/Authorized Medical Attendant of Allahabad or of .....after careful and personal examination of the case hereby certify that Sri/Smt./ Km.....is in a bad state of health and I solemnly and sincerely declare that according to the best of my judgment, a period of absence from duty is essentially necessary for the recovery of his/her health and recommend that he/she may be granted leave for ..... days with effect from .....to .....

In my opinion **it is/it is not** necessary for the officer to appear before a **Medical Board.**

Dated:.....

**Chief Medical Officer/  
Authorized Medical Attendant**

**FITNESS CERTIFICATE**

Under Fundamental Rule 71, Subsidiary Rule 43(a) (Chapter VIII) of Financial Hand  
Book Volume II (Part II to IV)

**Signature of the Applicant** :.....

I, Dr. ....Chief Medical Officer/Authorized Medical Attendant of Allahabad do hereby certify that I have carefully examined Sri/Smt./Km. .... of the High Court of Judicature at Allahabad and find that he has recovered from his illness and is now fit to resume duties in Government Service on .....

I also certify that before arriving at this decision I have examined the original Medical Certificate and statement of the case on which leave was granted and have taken these into consideration in arriving at my decision.

Dated:.....

**Chief Medical Officer/  
Authorized Medical Attendant**