

# HIGH COURT OF JAMMU & KASHMIR AND LADAKH

(Office of the Registrar General at Jammu)

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**Subject:- Submission of Leave Applications.**

## NOTICE

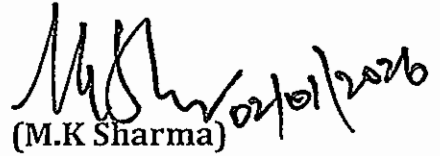
No. 208/RG

Dated 2/01/2026

It has been observed with concern by the Competent Authority that the leave applications are being moved by the Judicial Officers/Officers and Officials of the Hon'ble High Court at the last moment, nevertheless in some cases on the last day of the date when the leave is to commence. Recently, some applications were received on 31st December, 2025, when the Hon'ble High Court was scheduled to close for Winter Vacation. Such belated submission of leave applications make it administratively difficult to process the same by the competent authority for consideration in a timely manner.

In view of the above, it is hereby impressed upon all the Judicial Officers/Officers and Officials of the Hon'ble High Court to ensure that their leave applications are moved well in time, strictly in accordance with the prescribed rules and procedures, so as to facilitate smooth processing and avoid administrative inconvenience.

By Order.

  
(M.K Sharma)  
Registrar General

No. 209-50/RG

Dated: 2/01/2026

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K and Ladakh, Srinagar
2. Secretary to Hon'ble Mr/Ms. Justice \_\_\_\_\_  
.....for information of their Lordships
3. Registrar Vigilance, High Court of J&K and Ladakh, Jammu
4. Director, J&K Judicial Academy, Jammu
5. Member Secretary, JKLSA, Srinagar
6. Registrar Rules, High Court of J&K and Ladakh, Jammu, for information
7. Registrar Judicial, High Court of J&K and Ladakh, Srinagar/Jammu
8. Registrar IT, High Court of J&K and Ladakh
9. Joint Registrar Protocol, High Court of J&K and Ladakh, Srinagar/Jammu.
10. All Principal District and Sessions Judges UTs of J&K and Ladakh...for information and with the request to circulate the Notice among all the Judicial Officers under their respective jurisdiction.
11. CPC, e-Courts, High Court of J&K and Ladakh, for information
12. Registrar Administration (Main Wing), High Court of J&K and Ladakh, Jammu, for information and necessary action.
13. All Section Heads of the High Court of J&K and Ladakh, for information and necessary action.
14. Incharge e-Courts High Court of Jammu & Kashmir and Ladakh for information and to for uploading the same on the official website.
15. Incharge Library, High Court wing, Jammu/Srinagar for keeping record.

  
Registrar General