

**HIGH COURT OF SIKKIM  
GANGTOK**

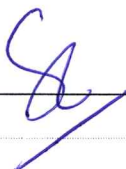
No.: 28 /Estt./HCS

Dated: 25.9.25

**N-O-T-I-F-I-C-A-T-I-O-N**

During the **Durga Puja and Laxmi Puja Vacation** of the High Court of Sikkim with effect from **26.09.2025 to 07.10.2025 and 17.10.2025 to 24.10.2025**, the Officers and Staff Members of the High Court Establishment are permitted to avail the same as per the following roster arrangement.


<b><u>1<sup>st</sup> BATCH ON DUTY</u></b> <b>(26<sup>th</sup> Sept, 29<sup>th</sup> Sept, 6<sup>th</sup> Oct &amp; 7<sup>th</sup> Oct)</b>	<b><u>2<sup>nd</sup> BATCH ON DUTY</u></b> <b>(17<sup>th</sup> Oct, 18<sup>th</sup> Oct, 20<sup>th</sup> Oct &amp; 24<sup>th</sup> Oct)</b>
<b><u>OFFICE OF THE REGISTRAR GENERAL</u></b>	
Mr. Aman Kumar, Stenographer Grade-I Mr. Bishnu Rimal, L.D.A.-cum-Typist Mr. Binod Kumar Rai, Group 'D' (Multi-Tasking Staff) Mr. Vikash Kumar, Group 'D' (Multi-Tasking Staff) Mr. Rahul Bhutia, Group 'D' (Multi-Tasking Staff)	
<b>1<sup>st</sup> BATCH (26.09.2025, 29.09.2025 &amp; 06.10.2025)</b> <b><u>OFFICE OF THE REGISTRAR</u></b>  1. Mrs. Sonam Denka Wangdi, Registrar 2. Mr. Niketh Lakandri, Stenographer Grade-III 3. Mr. Ravi Kumar Giri, Accounts Clerk-cum-Typist	
<b>2<sup>nd</sup> BATCH (07.10.2025, 17.10.2025 &amp; 18.10.2025)</b> <b><u>OFFICE OF THE CENTRAL PROJECT COORDINATOR</u></b>  1. Mr. Benoy Sharma, Central Project Coordinator 2. Mr. Pranoy Pradhan, D.E.O-cum-Clerk	
<b>3<sup>rd</sup> BATCH (20.10.2025 &amp; 24.10.2025)</b> <b><u>OFFICE OF THE REGISTRAR (JUDICIAL SERVICE)</u></b>  1. Mr. Sonam Palden Bhutia, Registrar (Judicial Service) 2. Ms. Madhumita Lama, Private Secretary	



<b><u>1<sup>st</sup> BATCH ON DUTY</u></b> <b>(26<sup>th</sup> Sept, 29<sup>th</sup> Sept, 6<sup>th</sup> Oct &amp; 7<sup>th</sup> Oct)</b>	<b><u>2<sup>nd</sup> BATCH ON DUTY</u></b> <b>(17<sup>th</sup> Oct, 18<sup>th</sup> Oct, 20<sup>th</sup> Oct &amp; 24<sup>th</sup> Oct)</b>
<b><u>ACCOUNTS SECTION</u></b>	
1. Mr. Damber Singh Subba, Dy. Registrar (Accounts) 2. Mr. Diwash Karki, Senior Accountant 3. Ms. Sunita Basnett, Accountant 4. Ms. Tshering Lhaden Bhutia, U.D.A.-cum-Accounts Clerk 5. Mr. Madan Kumar Chhetri, L.D.A.-cum-Accounts Clerk	1. Ms. Sarlaj Subba, Chief Accounts Officer 2. Mr. Yogesh Sharma, Junior Accountant 3. Mr. Neeraj Kr. Singh, D.E.O.-cum-Accounts Clerk 4. Mr. Amit Gazmer, L.D.A.-cum-Accounts Clerk 5. Mr. Sanjay Chettri, Record Keeper
<b><u>CONFIDENTIAL SECTION</u></b>	
1. Mr. S. Diamond Singh, Office Superintendent 2. Mr. N. Shyamkishor Singh, U.D.A. 3. Mr. Abhishek Sarkar, U.D.A.	1. Mr. Sujeet Pradhan, Assistant Registrar 2. Mr. Robin Subba, Office Superintendent 3. Ms. Prerna Darnal, U.D.A. 4. Ms. Ongmu Bhutia, Typist-cum-Clerk
<b><u>GENERAL SECTION</u></b>	
1. Mr. Neeraj Rajalim, Officer on Special Duty 2. Mr. Lha Tshering Bhutia, L.D.A.-cum- Typist 3. Mr. Loday Norbu Bhutia, Restorer-cum-Jr. Typist 4. Mr. Lakpa Tsh. Lepcha, Lineman	1. Mr. Yogesh Bhandari, Assistant Registrar 2. Mr. Chetan Sharma, Court Officer 3. Mr. Suman Prasad Adhikari, Head Assistant
<b><u>ESTABLISHMENT SECTION</u></b>	
1. Ms. Aruna Chhetri, Assistant Registrar 2. Mr. Tshering Norbu Bhutia, Assistant Librarian 3. Mrs. Tashi Dem Bhutia, Restorer-cum-Jr. Typist	1. Mrs. Bhagawati Gurung, Office Superintendent 2. Ms. Pabita Pradhan, D.E.O.-cum-Clerk 3. Mr. Navid Pradhan, L.D.A.-cum-Typist 4. Mr. Kanailal Goswami, Restorer-cum-Jr. Typist
<b><u>READERS</u></b>	
1. Ms. Sonu Hangma Subba, Reader	1. Ms. Daffne Tamang, Reader
<b><u>JUDICIAL SECTION</u></b>	
1. Ms. Darshana Gurung, Deputy Registrar 2. Mr. Basant Pradhan, Deputy Registrar 3. Mrs. Rupa Rai, Head Assistant 4. Mr. Gyatso Bhutia, Head Assistant 5. Md. Nashir Choudhary, L.D.A.-cum-Protocol Assistant 6. Mr. Paljor Bhutia, L.D.A.-cum-Typist	1. Mr. Kamal Prasad Chhetri, Joint Registrar-cum- Reader 2. Mrs. Pema Zangmu Bhutia, Office Superintendent 3. Mrs. Indira Chettri, L.D.A.-cum-Typist 4. Ms. Chezing Lhamu Chankapa, D.E.O.-cum-Clerk 5. Mr. Pawan Niroula, Record Keeper



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<u>TRANSLATION SECTION</u>			
1. Mr. Shyam Prasad Sharma, Office Superintendent 2. Ms. Ranjana Tamang, Translator-cum-Typist 3. Ms. Pema Yangkee Lepcha, Junior Translator (Lepcha) 4. Ms. Babita Subba, Junior Translator (Limboo)		1. Ms. Pema Choki Bhutia, Junior Translator (Bhutia) 2. Ms. Rebecca Tamang, Junior Translator (Nepali) 3. Mrs. Lhenzey Bhutia, U.D.A	
<u>LIBRARY SECTION</u>			
1. Mr. T. Indrajit Singh, Joint Registrar 2. Mr. Abdul Moid, Librarian 3. Mrs. Sita Kumari Subba, Restorer-cum-Jr. Typist		1. Mr. Nithil Raika Thapa, Assistant Registrar 2. Mrs. Norkit Lepcha, Typist-cum-Clerk 3. Mr. Om Prakash Dhungel, Typist-cum-Clerk	
<u>PROTOCOL SECTION</u>			
1. Mr. Wongyal Tshering Bhutia, Head Assistant 2. Mr. Pradeep Pradhan, U.D.A. 3. Mr. Bimal Sherpa, L.D.A.-cum-Typist 4. Mr. Bikram Thapa, Copyist 5. Mr. Krishna Kumar Chettri, L.D.A.-cum-Protocol Assistant 6. Mr. Nima Tshering Tamang, Restorer-cum-Jr. Typist  <i>(The roster duty of Protocol Section shall be arranged by Additional Registrar (IT)/Chief Protocol Officer as per requirement)</i>			
<u>COMPUTER CELL</u>			
1. Mrs. Panita Lama, Assistant Registrar(IT) 2. Mr. Om Prakash Sharma, Assistant Registrar (IT) 3. Mr. Ramesh Sharma, Software Programmer 4. Mr. Ram Lall Dahal, Software Programmer 5. Mr. Adriel Gyamtso Lingdong, Live Streaming Coordinator 6. Ms. Sakuntala Bastola, Live Streaming Coordinator		1. Mr. Tenzing Norbu Bhutia, Sr. System Officer 2. Mr. Naresh Sharma, Sr. System Officer 3. Mr. Raja Siddharth Raju, Hardware Engineer 4. Mr. Jwala Lama, System Assistant 5. Ms. Hishay Palmu Bhutia, Technical Assistant 6. Mr. Sajan Pradhan, Live Streaming Coordinator 7. Mr. Sourav Chettri, Live Streaming Coordinator	
<u>BINDING CELL</u>			
1. Mr. Jona Chettri, Book Binder		1. Mr. Tsewang Namgyal Bhutia, Supervisor	
<u>DESPATCH SECTION</u>			
1. Mrs. Nima Lakhi Sherpa, L.D.A.-cum-Typist		1. Mrs. Manika Thapa, Restorer-cum-Jr. Typist	

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<b><u>HIGH COURT OF SIKKIM MUSEUM</u></b>			
1. Ms. Shreya Pradhan, Curator		----	
<b><u>SUPERVISORS</u></b> <b><u>(Housekeeping &amp; Maintenance) and (Protocol &amp; Management)</u></b>			
<b>(26<sup>th</sup> Sept &amp; 29<sup>th</sup> Sept)</b>	<b>(6<sup>th</sup> Oct, 7<sup>th</sup> Oct &amp; 17<sup>th</sup> Oct.)</b>	<b>(18<sup>th</sup> Oct , 20<sup>th</sup> Oct &amp; 24<sup>th</sup> Oct )</b>	
Ms. Sweta Chettri, Supervisor (Housekeeping & Maintenance)	Ms. Narayani Devi Dorjee, Supervisor (Housekeeping & Maintenance)	Ms. Nirdesha Pradhan, Supervisor (Protocol & Management)	
<b><u>DRIVERS</u></b>			
1. Mr. Saran Tamang, Driver 2. Mr. Man Bahadur Subba,, Driver 3. Mr. Dawa Sherpa, Driver 4. Mr. Dhan Bahadur Limbu, Driver 5. Mr. Tshering Dorjee Bhutia, Driver 6. Mr. Ganga Ram Giri, Driver 7. Mr. Deepak Chettri, Driver 8. Mr. Mahadev Baraily, Driver  (To attend duties as per the roster of Ld. Registrar General, Ld. Registrar, Ld. Registrar (Judicial Service), Ld. Central Project Coordinator, Additional Registrar-cum-PPS to the Hon'ble, the Chief Justice, Additional Registrar-cum-PS to Hon'ble, Judge & Additional Registrar (IT)/Chief Protocol Officer)			
<b><u>DRIVERS</u></b>			
1. Mr. Sonam Palzang Bhutia 2. Mr. Raman George Tamang 3. Mr. Laku Tshering Tamang 4. Mr. Sonam Gyatso Bhutia 5. Mr. Bhawani S. Biswakarma 6. Mr. Pappu Gurung		1. Mr. Balin Kr. Sharma 2. Mr. Bhimlal Sharma 3. Mr. Karma Tenzing Bhutia 4. Mr. Bibek Subba 5. Mr. M. B. Rai, Bus 6. Mr. John Tamang	
Officers/ Readers/ P.S. who are allotted pool vehicle shall arrange the duties of their attached Drivers during the said vacations			
			



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<b><u>GROUP "D" (Multi-Tasking Staff)</u></b>	
1. Mr. Anil Thami <i>(Shall perform the duties of Mali)</i>	1. Mr. Naresh Yadav <i>(Shall perform the duties of Mali)</i>
1. Mrs. Passang Doma Bhutia 2. Mr. Arjun Tamang 3. Mr. Ajoy Kumar Roy 4. Mr. Phurba Tshering Lepcha  <i>(Shall perform the duties of Sweepers)</i>	1. Mrs. Anju Subba 2. Mr. Pappu Balmiki 3. Ms. Tshering Y. Bhutia <b>(Library)</b> 4. Mr. Krishna Prasad Sharma <b>(General)</b>  <i>(Shall perform the duties of Sweepers)</i>
1. Mr. Karma Midu Sherpa <i>(Shall perform the duties of Chowkidar)</i>	1 Mr. Vikash Kumar <i>(Shall perform the duties of Chowkidar)</i>
<div style="text-align: center;"> 1. Mr. Sonam Tsh. Lepcha  2. Mr. Krishna Sharma  3. Mr. Saroj Rai  4. Mr. Sarad Singh  5. Mrs. Tshering Uden Bhutia  6. Ms. Ahda Khan   <b>(To attend office duties as per the roster of Registrar, Registrar (Judicial Service), and Central Project Coordinator)</b> </div>	
1. Mr. Subash Rai, <b>(Despatch)</b> 2. Mr. Sachin Rai, <b>(Accounts)</b> 3. Mr. Bikram Manger, <b>(General)</b> 4. Mr. Arvind Kumar Ray, <b>(Confdl.)</b> 5. Mr. Karma Midu Sherpa, <b>(Judl.)</b> 6. Mrs. Passang Kipu Lepcha, <b>(Estt/Medical)</b> 7. Mr. Siddha Narayan Kumar, <b>(Lift/Readers)</b> 8. Ms. Oinam Ibetombi Devi, <b>(Library)</b> 9. Mr. Stephen Lepcha, <b>(Prot/Reserve)</b>  <i>(Shall attend to the duties of office attendants)</i>	1. Mr. S. Anand Singh, Zimmedaar <b>(Despatch)</b> 2. Mr. Mani Kumar Chettri, <b>(Accounts)</b> 3. Ms. Zangmu Bhutia, <b>(Translation)</b> 4. Mr. Ashwin Pradhan, <b>(Judl./)</b> 5. Ms. Gopi Maya Tamang, <b>(Estt)</b> 6. Md. Abdul Karim, <b>(Lift/)</b> 7. Mr. Rahul Bhutia, <b>(Confdl/Reserve)</b> 8. Ms. Jasoda Gurung, <b>(Medical/Reserve)</b>  <i>(Shall attend to the duties of office attendants)</i>

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**Notes:-**

1. The Registrar General shall be on duty as per directions of the Hon'ble, the Chief Justice, High Court of Sikkim issued from time to time.
2. Additional Registrar-cum-Principal Private Secretary to Hon'ble, the Chief Justice, and Additional Registrar-cum-Private Secretary to Hon'ble Judge and the Joint Registrar-cum-Sr. Judgment Writer to Hon'ble Judge shall arrange the duties of Officers and staff attached in the offices and residences of Hon'ble the Chief Justice and Hon'ble Judges during the above vacation. Additional Registrar (IT)/Chief Protocol Officer shall arrange the duties of the staff attached in the High Court Guest House / High Court Museum.
3. The Additional Registrar (IT)/Chief Protocol Officer shall be on duty as per the directions of the Hon'ble, the Chief Justice issued from time to time.
4. Officers/ Readers/ Stenographers who are allotted pool vehicle(s) shall arrange the duties of their attached drivers during the said vacations.
5. In-charge of each Section of this Registry shall arrange to hand over the list of all pending works or instructions, if any, to the Officers and Staff of next batch on duty.
6. All Drivers and Group "D" (Multi-Tasking Staff) are hereby informed that in case of emergency they shall be recalled from vacation to attend their duties, as such, they are directed to keep their mobile on **Switch-on mode**.
7. The officers and staff shall not be allowed to avail any kind of leave during the roster period except on unavoidable circumstances.
8. The Office timings shall be from 11.00 a.m. to 03.00 p.m. during the ensuing Durga puja and Laxmi Puja Vacation. All Officers and Staff shall strictly follow the office timings. In case they are found absent during office hours, strict action will be taken against them. Further, in case of any urgency of work, employees may be asked to remain on duty even beyond the office hours.

**By Order,**

**sd/-  
REGISTRAR**

**Memo No. (Z-15) /Estt./HCS.....**  
**Date:.....**

**Copy to:-**

1. Additional Registrar-cum-Principal Private Secretary to the Hon'ble, the Chief Justice, High Court of Sikkim;
2. Additional Registrar-cum- Private Secretary to Hon'ble Judge, High Court of Sikkim;
3. Joint Registrar-cum-Sr. Judgment Writer to Hon'ble Judge, High Court of Sikkim;
4. Staff Officers to Registrar General, High Court of Sikkim;
5. Office of the Ld. Registrar, High Court of Sikkim;
6. Private Secretary to Ld. Registrar (Judicial Service), High Court of Sikkim;
7. Office of the Ld. Central Project Coordinator, High Court of Sikkim;
8. Additional Registrar (IT)/Chief Protocol Officer, High Court of Sikkim;
9. All Section In-charge, High Court of Sikkim;
10. Notice Board;
11. File and;
12. Guard File.

**JOINT REGISTRAR**