

**THE GAUHATI HIGH COURT**  
**(THE HIGH COURT OF ASSAM:NAGALAND:MIZORAM AND ARUNACHAL PRADESH)**  
**KOHIMA BENCH.**

NO. HC(K)01/2024/NJS/81

Dated Kohima the 27<sup>th</sup> February, 2024

From: **Shri Ajongba Imchen,**  
Registrar,  
Gauhati High Court, Kohima Bench.

To,  
**The Registrar-cum-Principal Secretary to HCJ,**  
Gauhati High Court,  
Guwahati, Assam.

Sub : **STANDARD OPERATING PROCEDURE (SOP) FOR PROPER  
IMPLEMENTATION OF THE RECOMMENDATIONS OF THE SECOND  
NATIONAL JUDICIAL PAY COMMISSION (SNJPC)**

Sir,

With reference to the subject cited above, enclosed herewith a copy of the Standard Operating Procedure (SOP) as approved by the Committee for Service Conditions of the District Judiciary (CSCDJ) headed by Hon'ble Mr. Justice Kakheto Sema for effective implementation of the recommendations of the Second National Judicial Pay Commission (SNJPC) in terms of the directions contained in para 86 of the Supreme Court Judgment in *Writ Petition (Civil) No. 643 of 2015*.

Further, also find enclosed herewith the Notifications dated 20.02.2024 & 23.02.2024 issued by the Health & Family department, Government of Nagaland, regarding list of empanelled Hospitals for consultations/treatment of Judicial Officers and their dependants, including pensioners and family pensioners in compliance of directions contained in para 85 of the aforesaid Supreme Court Judgment.

This is for your kind information.

Yours faithfully,

***Enclo : As stated***

  
**Registrar**

NO. HC(K)01/2024/NJS/82-113

Dated Kohima the 27<sup>th</sup> February, 2024

Copy to:

1. The Additional Chief Secretary, Department of Finance, Nagaland, Kohima.
2. The Principal Accountant General, Nagaland, Kohima.
3. The Principal Secretary (Finance), Department of Finance, Nagaland, Kohima.

4. The Principal Secretary to the Govt. of Nagaland, Dept. of Law & Justice, Kohima.
5. The Private Secretary to Hon'ble Mr. Justice Kakheto Sema, Judge, Gauhati High Court **(Chairperson)** for favour of kind information of His Lordship.
6. The Private Secretary to Hon'ble Mr. Justice Budi Habung, Judge, Gauhati High Court **(Member)** for favour of kind information of His Lordship.
7. The Secretary (Judicial) to the Govt. of Nagaland, Dept. of Law & Justice, Kohima. **(Member)**
8. Shri Mayang Lima, Retd. Judicial Officer in the Cadre of District Judge. **(Nodal Officer)**
9. The Commissioner & Secretary to the Govt. of Nagaland, Health & Family welfare, Kohima.
10. The Member Secretary, Nagaland State Legal Services Authority, Kohima.
11. The Principal District & Sessions Judge Tuensang/ Dimapur/ Kohima/ Mokokchung.
12. The Principal Judge, Family Court Dimapur/ Kohima.
13. The District & Sessions Judge Wokha/ Phek/ Mon/ Zunheboto.
14. The TDP & Special Judge, Lokayukta, Nagaland.
15. The Chief Judicial Magistrate Dimapur/ Peren/ Kohima/ Mon/ Kiphire/Longleng/ Mokokchung.
16. The Civil Judge (Jr Dvn)/JMFC Dimapur/ Zunheboto.
17. The President, Nagaland Retired Judges Association, Dimapur, Nagaland.
18. The Programmer, for uploading in the official website of Gauhati High Court, Kohima Bench.

  
27.02.2024

**Registrar**

**THE GAUHATI HIGH COURT**  
**(THE HIGH COURT OF ASSAM: NAGALAND: MIZORAM & ARUNACHAL PRADESH)**  
**KOHIMA BENCH**

**STANDARD OPERATING PROCEDURE (SOP) FOR PROPER**  
**IMPLEMENTATION OF THE RECOMMENDATIONS OF THE SECOND**  
**NATIONAL JUDICIAL PAY COMMISSION (SNJPC)**

Dated, Kohima the 27<sup>th</sup> February, 2024

No.HC(K).01/2024/NJS/80 Pursuant to the directions given by the Hon'ble Supreme Court of India in the Judgment dated 4.01.2024 passed in Writ Petition (Civil) No. 643 of 2015 (*All India Judges' Association Vs. Union of India and Ors.*), the Committee for Service Conditions of the District Judiciary (CSCDJ) of Gauhati High Court Kohima Bench has formulated the following Standard Operating Procedure (SOP) for proper implementation of the recommendations of the Second National Judicial Pay Commission (SNJPC), including pay, pension, allowances and all allied matters and to facilitate settlement of claims and disbursal of allowances as approved by the Hon'ble Apex Court, including the payment of arrears of salary, pension and allowances to Judicial Officers, pensioners and family pensioners of the State:

- 1) The State Government in Department of Law & Justice, with the concurrence of Finance Department, shall come up with an Office Memorandum/ Notification, as the case may be, on each allowances and facilitate for implementation of the recommendations of the SNJPC as accepted by the Supreme Court of India;
- 2) Such Office Memorandum/ Notification shall indicate the effective date of each allowance, the amount of such allowance and the major/minor head of Accounts from which the current and arrear claims/ allowances be drawn/ reimbursed;
- 3) As far as possible, monthly allowances including the following shall be included in the monthly pay slip of the Judicial Officers:
  - i) Concurrent charge allowance
  - ii) Dearness allowance
  - iii) Higher qualification allowance
  - iv) Hill Area/ Tough Location allowance
  - v) House Rent allowance
  - vi) Medical allowance





- vii) Risk allowance
  - viii) Special pay
  - ix) Sumptuary allowance
- 4) The following facilities/ allowance shall be on claim or reimbursement basis:
- i) House Building Advance in terms of House Building Advance Rules, 2017 for which the State Government shall prescribe such safeguards for purchase of ready built house including purchase from a private individual.
  - ii) Children Education allowance
  - iii) Hostel Subsidy as part of Children Education Allowance
  - iv) Earned Leave Encashment
  - v) Electricity and Water Charges
  - vi) Home Orderly/ Domestic Help allowance
  - vii) Furniture and Air Conditioner allowance
  - viii) Leave Travel Concession (LTC)/ Home Travel Concession (HTC)
  - ix) Newspaper and Magazine Allowance
  - x) Robe allowance
  - xi) Mobile Phone handset
  - xii) Transfer grant
  - xiii) Permissible user amount for telephone facilities
  - xiv) Conveyance allowance/ Transport allowance
- 5) Principal Accountant General, Nagaland shall take necessary steps to expedite preparation and issuance of authority/ pay slips, as the case may be, for payment of arrears to Judicial Officers;
- 6) The State Government in Department of Law & Justice and Finance Department shall take necessary steps to ensure that sufficient funds are provided in appropriate head of accounts at the disposal of respective DDOs for the purpose of payment of arrear of salary/ allowance/ pensionary benefits within the stipulated dateline as fixed by the Supreme Court of India;
- 7) Heads of offices/ DDOs where Judicial Officers are posted shall expedite preparation and computation of arrears of salary/ allowances of Judicial Officers under their respective jurisdiction and furnish a report to the Committee;



- 8) State Finance Department shall issue necessary directions/ instructions to all Treasury Officers in the State to ensure that arrears are released to all Judicial Officers including retired Judicial Officers as directed by the Supreme Court;
- 9) For smooth disbursement of salary, allowances, arrears and current claims of both serving and retired Judicial Officers as well as Family Pensioners, Department of Law & Justice, Government of Nagaland is designated as State Level 'Nodal Agency' headed by the Secretary (Judicial). For the same purpose, the senior-most Grade II/ Grade III Judicial Officer of Nagaland Judicial Service shall be the Nodal Officer for the respective Districts. The Nodal Agency shall ensure that the arrears and current claims of both serving and retired Judicial Officers as well as Family Pensioners shall be computed and paid as directed by the Supreme Court. The contact details of Nodal Agency as well as contact details of Nodal Officers at the District Level shall be uploaded on the High Court website along with this Standard Operating Procedure (SOP);
- 10) The Judicial Officer/ Pensioner/ Family Pensioner shall be at liberty to bring to notice in writing, any grievance or issue relating to disbursement of arrears and current claims and allowances to the Nodal Officer of the concerned District, who in turn shall bring it to the notice of the Nodal Agency at the State Level. The Nodal Agency shall forthwith take effective steps for timely redressal of the grievance/ issue under an intimation to the CSCDJ through the Registrar;
- 11) The Registry of the Gauhati High Court Kohima Bench shall prepare and maintain a database of Retired Judges and Family Pensioners in the district judiciary with a process for periodical updating, at least on a quarterly basis;
- 12) Secretarial support including technical and IT related support for such process shall be provided by the Registry.

**By Order:**



Registrar-cum-Secretary  
Committee for Service Conditions of the District Judiciary,  
Gauhati High Court Kohima Bench