

**THE GAUHATI HIGH COURT
AIZAWL BENCH : AIZAWL**

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

Dated, Aizawl the 3rd April, 2024.

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) for the State of Mizoram has formulated the following Standard Operating Procedure (SOP) for proper implementation of the recommendations of the Second National Judicial Pay Commission (SNJPC), relating to 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 the Department of Law & Judicial, with the concurrence of the 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 Hon'ble Supreme Court of India;
- 2) All DDO's in the District Court within the State of Mizoram shall expedite computation and preparation of arrears of salary/ allowances of Judicial Officers under their respective jurisdiction and furnish a report to the Committee within 2 (two) weeks from the date of notification of this SOP. The compiled report shall be forwarded to the State Government for authentication.

- 3) The Finance Department, Govt. of Mizoram by Office Memorandum/Notification shall notify the quantified amount/allowances payable, it shall also indicate the effective date of each allowance as per the Judgment of the Hon'ble Supreme Court of India and the Major/Minor Head of Accounts from which the current and arrear claims/allowances be drawn/reimbursed;
- 4) Once the amount payable is quantified, the Finance Department, Govt. Of Mizoram, shall take necessary steps to expedite preparation and issuance of authority/pay slips, for payment of arrears to Judicial Officers;
- 5) The State Government in the Department of Law & Judicial and the Finance Department shall take necessary steps to ensure that sufficient funds are provided in appropriate Head of Accounts at the disposal of respective DDO's for the purpose of payment of arrear of salary/allowance/pensionary benefits;
- 6) The State Government in the 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 Hon'ble Supreme Court;
- 7) As far as possible, monthly allowances including the following shall be included in the 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
- 8) 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.
- 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 & Judicial, Government of Mizoram is designated as State Level 'Nodal Agency' headed by the Secretary. For the same purpose, the senior most Judicial Officer in the administrative district shall be the Nodal Officer for their respective Districts. The Joint Registrar (Judicial), Gauhati High Court, Aizawl Bench shall be the Nodal Officer for the Pensioners of

Mizoram Judicial Service. 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 Hon'ble Supreme Court. The contact details of the office of the Nodal Agency as well as contact details of all Nodal Officers 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 concerned Nodal Officer, 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 intimation to the CSCDJ through the Registrar-cum-Secretary, Committee for Service Conditions of the District Judiciary for the State of Mizoram
- 11) The Registry of the Gauhati High Court Aizawl 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 of the Gauhati High Court Aizawl Bench.

By Order:



Registrar-cum-Secretary
Committee for Service Conditions of the District Judiciary,
for the State of Mizoram

Details of State Level Nodal Agency and District Level Nodal Officers for proper implementation of the recommendations of the Second National Judicial Pay Commission as per SOP dated 03.04.2024 of the Committee for Service Conditions of the District Judiciary for the State of Mizoram

Sl.No.	Designation	Nodal Agency/ Nodal Officer	Contact Details
1.	Secretary to the Govt. of Mizoram, Law & Judicial Department, Mizoram	State Level Nodal Agency for serving & retired Judicial Officers	0389-2336624 lawandjudicial@gmail.com
2.	District & Sessions Judge, Aizawl	Nodal Officer for Aizawl District	0389-2323727 aizawl.session@gmail.com
3.	District & Sessions Judge, Lunglei	Nodal Officer for Lunglei District	0372-2324313 ecourtlunglei@gmail.com
4.	District & Sessions Judge, Champhai	Nodal Officer for Champhai District	dcourtchamphai@gmail.com
5.	Additional District & Sessions Judge, Kolasib	Nodal Officer for Kolasib District	03837-222347 https://kolasib.dcourts.gov.in
6.	Additional District & Sessions Judge-cum-Judge, FTC, Siaha	Nodal Officer for Siaha District	districtcourtsaiha@gmail.com
7.	Civil Judge (Sr. Div.)-cum-Chief Judicial Magistrate, Serchhip	Nodal Officer for Serchhip District	serchhipdistrictcourt@gmail.com
8.	Civil Judge (Sr. Div.)-cum-Chief Judicial Magistrate, Mamit	Nodal Officer for Mamit District	mamitdistrictcourt@gmail.com
9.	Civil Judge (Sr. Div.)-cum-Chief Judicial Magistrate, Lawngtlai	Nodal Officer for Lawngtlai District	courtlawngtlai@gmail.com
10.	Joint Registrar(Judicial), Gauhati High Court, Aizawl Bench	Nodal Officer for Retired Judicial Officers	0389-2341451 aizawlghc@gmail.com

