

**2024**  
**HIGH COURT, APPELLATE SIDE,**  
**CALCUTTA.**

**NOTIFICATION**

**No. 861 - G.**

**Dated, Calcutta, the 29<sup>th</sup> February, 2024.**

It is notified for general information of all concerned that the following guidelines have been framed outlining the procedure to be followed by the Universities/Colleges/Schools/Educational Institutions intending to send their students to visit the High Court at Calcutta:

1. The application should be addressed to the Registrar General, High Court at Calcutta
2. The application should be from the Head of the Institution/Department or from the designated officer
3. The application should contain specific schedule (date & time) and purpose for such visits.
4. The application should contain the names proposed for visit alongwith contact no. of teacher(s) /guide(s) accompanying the students and also phone no. of person(s) to contact in case of any emergencies
5. All applications should be made well in advance or atleast before 10(ten) working days from the proposed visit
6. In case of processing application from International Universities/ Institutions /Colleges, clearances/recommendation/approval from the Ministry of External Affairs, Govt. of Indian and other authorities concerned, alongwith a copy of passport, stamped with visa approval, of the participants/applicants, may be submitted.

**By order of the High Court,**

Sd/- Chaitali Chatterjee (Das).

**Registrar General.**