

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HEADQUARTERS)
TIS HAZARI COURT, DELHI

CIRCULAR

Pursuant to Hon'ble High Court's letter No. 4118-30/DHC/Gaz./G-3/2021 dated 12.11.2021, It is directed that all the Judicial Officers of Delhi Higher Judicial Services and Delhi Judicial Services, Central District, Tis Hazari Court, Delhi shall send their intimation of leave to this office, **at least one day in advance**. And in case of any hardship or unforeseen exigency, when any leave is required to be applied at the last moment, intimation by/through the concerned Judicial Officers be sent promptly, using electronic means, so that the same is received in this office **before 10.00 a.m.** positively to enable the uploading of the same forthwith on the website for intimation of all concerned.

GIRISH KATHPALIA Digitally signed by
GIRISH KATHPALIA
Date: 2021.11.16
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(GIRISH KATHPALIA)
Principal District & Sessions Judge (HQs)
Delhi

16 NOV 2021

Dated, Delhi the _____

No. 36230 - 36330 /CD/SO/Gaz./2021

Copy forwarded for information to:-

1. The Registrar General, High Court of Delhi, New Delhi i.r.t letter No. 4118-30/DHC/Gaz./G-3/2021 dated 12.11.2021.
2. All the Judicial Officers of DHJS & DJS, Central District, Tis Hazari Court, Delhi.
3. The Officer In-charge, I.T. Cell, Tis Hazari Court, Delhi to give necessary directions to the concerned to update the leave intimation of Judicial Officer on the Website of Delhi District Court immediately and to maintain a register in this regard.
4. The Officer In-charge, Computer Branch, Central, Tis Hazari Court, Delhi.
5. The CMM, Central, Tis Hazari Court, Delhi.
6. The SCJ/RC, Central, Tis Hazari Court, Delhi.
7. The P.S. to Principal District & Sessions Judge (HQs), Delhi.
8. The Reader to Principal District & Sessions Judge (HQs), Delhi.
9. The Website Committee, English/Hindi, Tis Hazari Court, Delhi for uploading on website and LAYERS.

GIRISH KATHPALIA Digitally signed by GIRISH KATHPALIA
Date: 2021.11.16 14:21:32 +05'30'
Principal District & Sessions Judge (HQs)
Delhi