

**OFFICE OF THE DISTRICT & SESSIONS JUDGE(HQs): DELHI**

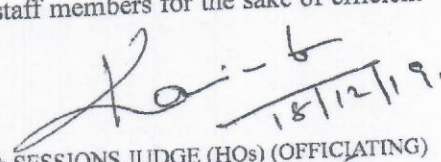
**CIRCULAR**

It is well known that 24<sup>th</sup> December, 2019 is succeeded by Winter Vacations during the present calendar year. It is apprehended that large number of staff members may take leave on that day, which would adversely affect the smooth functioning of the Judicial Administration causing avoidable accumulation of work.

Therefore, all the staff members are requested to refrain from taking leave on 24<sup>th</sup> December, 2019 except in most emergent circumstances/cause. Such leave applications shall be considered only if applied on justifiable grounds and duly forwarded by their respective Ld. Officer In-Charge/Ld. Presiding Officer with their remarks that there is urgent cause/sufficient ground for applying the leave.

If any staff member proceeds on leave 24<sup>th</sup> December, 2019 without seeking prior permission as stated above, the same would be considered as "unauthorized absence from duty".

An ideal cooperation is expected from all the staff members for the sake of efficient functioning of Judicial Administration.

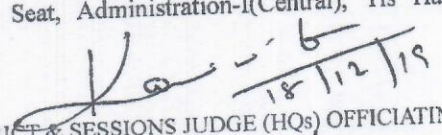
  
DISTRICT & SESSIONS JUDGE (HQs) (OFFICIATING)  
DELHI *EC-1316*

No. 67544-67694.  
/Admn-I,II,III/Win. Vac./2019

Dated, Delhi the **18 DEC 2019**

**Copy forwarded for information and necessary action to:-**

1. Ld. District & Sessions Judges, West, New Delhi, East, North-East, Shahdara, North, North-West, South, South-East and South West Districts, Rouse Avenue with the request to circulate among all concerned.
2. All the Judicial Officers (DHJS & DJS), Central District, Tis Hazari Courts (HQs), Delhi.
3. All the Sr. Administrative Officers (Judicial)/ Administrative Officers (Judicial)/Accounts Officers/Asstt. Accounts Officers / Branch In-Charges (Central District), Tis Hazari Courts (HQs), Delhi.
4. PS to undersigned.
5. Dealing Official, Website Committee, Tis Hazari Courts (HQs), Delhi.
6. Dealing Official, Layers Seat, Administration Seat, Administration-I (Central), Tis Hazari Courts (HQs), Delhi.

  
DISTRICT & SESSIONS JUDGE (HQs) OFFICIATING  
DELHI *EC-1316*