OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT : ROHINI COURTS : DELHI

CIRCULAR

Sub: Directions regarding Leave(s).

Despite issuance of various circulars/orders from time to time by this office as well as by the Office of Ld. Principal District & Sessions Judge, Headquarters, Tis Hazari Courts Delhi (already available on the official website), some of the Officials are still not adhering to the leave rules/Office directions and frequently proceeding on leave without any justifiable ground that too without any prior approval/intimation to their Presiding Officer/Officer In-Charge.

Practice of taking frequent leave(s) without any justifiable grounds adversely hamper the work of Court/ Branch. All the officials posted in North District, Rohini Courts, Delhi shall refrain themselves from proceeding on frequent leave without any justifiable reason. The leave application shall only be considered, if applied on a justifiable grounds endorsing the remarks and forwarded from the concerned Presiding Officer/Officer In-Charge that there is urgent cause/sufficient ground for applying the leave.

In this regard, all the Officials are once again directed to scrupulously comply the following directions:-

1. Leave cannot be claimed as a matter of right.
2. The official should avail his/her Casual Leave during the calendar year in such a manner that need for one or two days Earned Leave does not arise. In future, Earned Leave for less than three days shall be sanctioned only in exceptional cases and not as a matter of routine otherwise any application for Earned Leave for less than three days shall be viewed adversely and shall be treated as extra ordinary leave (EOL).
3. The Earned Leave and Child Care Leave should be applied 15 days in advance and failure to do so, the Earned Leave/Child Care Leave will not be sanctioned (except emergent situation) and the said leave period shall be treated as without pay.
4. In case of any emergency or the official falls sick, he/she shall send application for leave through somebody to reach the office either on same day or necessarily on the next day from the commencement of such leave(s) along with the medical certificate.
5. All Leave applications must reach this office either in advance or within 03 working days of joining the office, as the case may be.
6. Remark regarding total number of casual/short leave(s) already availed by the official, in every Casual Leave/Short Leave application be mentioned.
7. The application for condonation of late attendance of the official due to unavoidable circumstances must reach to this office on the very same day by 11:15 AM, failing which, the same shall be treated as half day Casual Leave.
8. Telephonic intimation qua Leave of any official should be given in writing by his/her colleague.
9. Any official shall not leave the station without prior written intimation/approval of the Competent Authority, as the case may be.
10. All the leave application must be forwarded by concerned Presiding Officer /Officer In-Charge in prescribed leave format, failing which the application shall be rejected.

11. If any kind of leave application is received without proper approval of concerned Presiding Officer/Officer In-Charge, the same shall not be entertained.
12. All the Readers/Branch In-charges shall submit monthly leave statement in respect of all the staff posted in concerned Court/Branch positively by 5th of each calendar month.

All the Judicial Officers/Officers In-Charges of North District, Rohini Courts, Delhi are also impressed upon to direct the staff working under their control to refrain from taking leave frequently without any justifiable reason and ensure while forwarding the leave applications that sufficient staff of each cadre is present on any particular day so that the work of Court/Branch will not suffer.

If any official proceeds on leave without seeking prior permission/intimation as stated above, the same shall be considered as 'un-authorized absence from duty'.

Non-compliance of the aforesaid directions shall be viewed seriously.

(VIMAL KUMAR YADAV)
Principal District & Sessions Judge
North District, Rohini Courts, Delhi.

No. 9512-9584 /F2N(1)/Admn./North/RC/2023 Dated. 29.03.2023

Copy forwarded for information and compliance to:

1. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All Ld. Judicial Officers posted in North District, Rohini Courts, Delhi with the request to bring the same in the notice of officials working under their kind control and to ensure compliance.
3. All the Branch In-charges of North District & Common Branches of Rohini Courts (in which staff is posted from North District), with the directions to bring the same to the notice of the officials working under their control and to ensure strict compliance.
4. The Record Officer under RTI Act, North District, Rohini Courts, Delhi.
5. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the website of North District, Rohini Courts, Delhi.
6. The Branch In-charge, R&I Branch for uploading on LAYERS.
7. Personal Office of the undersigned.

29/3/23
Principal District & Sessions Judge
North District, Rohini Courts, Delhi.