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

CIRCULAR

Sub: Directions to Ministerial Staff qua Leave(s).

It has been brought to the notice of undersigned that despite issuance of various circulars, some of the officials are not adhering to the leave rules and proceeding on leave frequently, which hampers the court/branch work.

Therefore, all the officials posted in North District are once again directed not to proceed on leave without prior approval/written intimation to their respective Ld. Judicial Officer/Ld. Officer In-charge, except in emergent situations. Henceforth, all the officials shall comply with the following directions while applying for leave(s) :-

1. Leave cannot be claimed as a matter of right.
2. The official should avail his/her Casual Leave during the calender 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 any application for Earned Leave) for less than three days shall be viewed adversely.
3. The Earned Leave and Child Care Leave should be applied 15 days in advance and in case of failure to do so, the Earned Leave/Child Care Leave may not be sanctioned.
4. The Official should mention the number of casual leave already availed by him/her in every Casual Leave application.
5. The application for condonation of late attendance must reach to this office on the very same day by 11:10 AM, failing which, the same shall be treated as half day Casual Leave.
6. Telephonic intimation qua Leave of any official should be given in writing by his/her colleague.
7. Any official shall not leave the station without prior written intimation in advance.
8. All the Leave applications must be forwarded by Ld. Presiding Officer/Ld. Officer-In-charge of their respective court/branch.

(SWARANA KANTA SHARMA)
Principal District & Sessions Judge
North-District, Rohini Courts, Delhi.

No. Admn./North/RC/2022/..4962-5032 Dated..16/02/2022

Copy forwarded for information and necessary action to :-

1. The Ld. Principal District & Sessions Judge(HQs.), Tis Hazari Courts, Delhi.
2. The Ld. Principal District & Sessions Judge (NW), Rohini Courts, Delhi.
3. All the Judicial Officers, North District, Rohini Courts, Delhi with the request to bring the same in the notice of the officials working under their kind control.
4. All the Branch In-charge, North District, Rohini Courts, Delhi. with the direction to bring the same in the notice of the officials working under their control.
5. All the Branch In-Charge, R & I Branch, Copying Agency, VWDC, Stationery, Digitization, Facilitation & Filing Section, Rohini Courts, Delhi with direction to bring the same in the notice of officials posted from North District.
6. The Branch In-charge, R & I Branch for uploading on LAYERS.
7. The Website Committee, North District, Rohini Courts, Delhi for uploading.
8. Record officer, North District, Rohini Courts, Delhi.
9. PS to the undersigned.

Principal District & Sessions Judge
North-District, Rohini Courts, Delhi.