OFFICE OF THE DISTRICT & SESSIONS JUDGE (NORTH) ROHINI COURT : DELHI

CIRCULAR

It has come to the notice of the undersigned that certain employees are not complying with the following directions issued vide circular no. 22449-22494 Admn/Leave/(North)/RC/2017 dated 09.08.2017, while applying for leaves, which is in contravention of leave rules and directions.

1. That 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. Any application for Earned Leave for less than three days shall be viewed adversely.

2. That Earned Leave should be applied 15 days in advance and in case of failure to do so, the earned leave shall not be sanctioned and the leave shall be treated without pay and will result in break in service. In case of any emergency or the official falling sick, he/she shall send application for leave through somebody to reach the office prior to 10.00 A.M. along with the supporting documents.

3. That the official should mention the number of casual leave already availed in every Casual Leave application forwarded to this Office.

4. That the short leave application must reach to the office on the same very day by 11.30 A.M. However telephonic intimation must reach before 10.00 A.M.

5. That if any application of leave of any kind is received without proper approval of Presiding Officers/Officer-In-Charges & Branch-In-Charges, the same shall not be entertained.

Non compliance of the above said directions shall be viewed seriously.

Note:- *The Officer In-Charges/Presiding Officers/Superintendents/Branch In-Charges shall ensure before forwarding Earned Leave applications that the same must be applied well within the prescribed time.*

(DILBAG SINGH PUNIA)
District & Sessions Judge (North)
District Court Rohini : Delhi

No. 29976-30025 Admn/Leave/(North)/RC/2017 Dated: 30/10/17

Copy forwarded for information & necessary action to :-

1. All the Judicial Officers, North District, Rohini Courts, Delhi.
2. The Secretary, DLSA, North District, Rohini Courts, Delhi.
3. The Administrative Civil Judge, North District, Rohini Courts, Delhi.
4. The DDO, Accounts Branch, North District, Rohini Courts, Delhi.
5. All the Superintendents & Branch-In-Charges, North District, Rohini Courts, Delhi.
6. PS to Ld. District & Sessions Judge, North District, Rohini Courts, Delhi.
7. Record Officer (RTI), North District, Rohini Courts, Delhi.
8. The Dealing Official, Server Room, Rohini Courts, Delhi.
9. The PRO/APRO, Rohini Courts, Delhi.
10. The Website Committee, North District, Rohini Courts, Delhi.
11. All the staff posted in North District, Rohini Courts, Delhi, through their controlling Officers.

District & Sessions Judge (North)
District Court Rohini : Delhi