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

CIRCULAR

It has come to the notice of undersigned that some of the officials are proceeding on leave frequently, which hampers the court/branch work. Leave can not be claimed as a matter of right. All the staff members are directed not to proceed on leave without prior intimation or leave application to their controlling officers, except in emergent situations, and officials should comply with the following directions, while applying for leaves.

1. That the official should avail their **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 **Child Care Leave/Earned Leave** should be applied 15 days in advance and in case of failure to do so, the Child Care Leave/Earned Leave shall not be sanctioned and the leave shall be treated without pay and result in break in service. In case of any emergency or the official falling sick, he/she shall send application/intimation 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 supporting certificate.

3. Besides **Child Care Leave/Earned leave**, all other leaves applications shall also be applied in advance and only in grave emergency the leave application can be given subsequently. All the leave applications must be forwarded in prescribed leave format after filling up all the required information clearly in the leave format failing which the application shall be rejected.

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

5. That the **Short Leave Application** must reach to the office on the very same day and Presiding officer/AOJs/Branch Incharges should mention the time, while forwarding the short leave application of the employee working under their kind control.

6. That all type of leave applications which are being sent to **Administration Branch, should now be sent to R&I Branch for getting a centralized number on each leave application** on or before the same day the leave is availed.

7. That if, any application of leave of any kind is received without proper approval of Presiding Officers/Officer Incharges/Controlling Officers/AOJs & Branch Incharges then the same shall not be entertained.

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

Note:-*The Controlling Officers shall ensure before forwarding Earned Leave applications that the same must be applied well within the prescribed time. The Controlling Officers shall also ensure that any kind of leave(s) is/are not granted casually and to ensure also that the court work does not hamper.*

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

No. 22449-22494 Admn/Leave/(North)/RC/2017 Dated: 9/8/17

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 Incharges, North District, Rohini Courts, Delhi.
6. PS to Ld. District & Sessions Judge, North District, Rohini Courts, Delhi.
7. All the staff members posted in North District, Rohini Courts, Delhi, through their Controlling Officers.
8. Website Committee, North District, Rohini Courts, Delhi.
9. Guard File.

District & Sessions Judge (North)