

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE**  
**NORTH-WEST DISTRICT ROHINI COURTS, DELHI**

No.F1(1)/Cir./Admn.(N/W)/RC/2024/ 40974-41051

Date: 21/12/2024

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

1. All Ld. Judicial Officer(s) posted in North West District, Rohini Courts Complex, Delhi for the information and **necessary compliance** alongwith the request to convey the directions mentioned in the circular to the staff posted under their control for necessary compliance.
2. All Ld. Judge(s), Family Courts, North West District, Rohini Courts, Delhi for the information and **necessary compliance** alongwith the request to convey the directions mentioned in the circular to the staff posted under their control for necessary compliance.
3. Ld. Judge In-Charge, Mediation Centre, Rohini Courts Complex, Delhi for the information and **necessary compliance** alongwith the request to convey the directions mentioned in the circular to the staff posted under their control for necessary compliance.
4. Ld. Secretary, DLSA, North-West District, Rohini Courts, Delhi for the information and **necessary compliance** alongwith the request to convey the directions mentioned in the circular to the staff posted under their control for necessary compliance.
5. All the Branch In-Charge(s), North-West District, Rohini Courts, Delhi to comply with the directions mentioned in the circular and convey the same to the staff under their control for necessary compliance.
6. The PS to Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
7. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
8. The Record Officer, North-West District, Rohini Courts, Delhi.
9. The Dealing official in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

  
**(VINOD YADAV)**

Officer Incharge  
Administration Branch- I & II  
North-West District  
Rohini Courts, Delhi

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

## CIRCULAR

**Subject : Regarding Timely Processing of Casual Leave Applications for the Year 2024.**

It is for information of all that Casual Leave Software on LAYERS platform has been operational since 1st January 2024, and is functioning smoothly and seamlessly. In order to maintain accurate leave records and ensure a streamlined leave management process for the current and forthcoming year, it is essential that all casual leave functions for the year 2024—such as submission, approval, and forwarding—be completed in a timely manner before end of the current year.

Accordingly, the following actions need to be completed by **23<sup>rd</sup> and 24<sup>th</sup> December 2024**:

**1. Submission of Casual Leave Applications:**

**All Ld. Judicial Officers** posted in all Judicial Districts of Delhi/New Delhi are requested to submit their Casual Leave Applications for the year 2024, including any casual leave they anticipate taking during the course of the year, by **23<sup>rd</sup> December 2024**.

**All staff members** posted in all Judicial Districts of Delhi/New Delhi are directed to submit their Casual Leave Applications for the year 2024, including any casual leave they anticipate taking during the course of the year, by **23<sup>rd</sup> December 2024**.

**2. Forwarding of Leave Applications:**

**All concerned Ld. Leave Forwarding Authorities** are requested to forward the submitted leave applications by **23<sup>rd</sup> December 2024**, to ensure their timely processing at each stage.

**3. Processing by Leave Admin:**

**All Leave Admin Staff** are directed to forward the leave applications for approval or rejection to the Leave Sanctioning Authority by **23<sup>rd</sup> December 2024**.


**4. Approval or Rejection by Leave Sanctioning Authorities:**

**All Ld. Leave Sanctioning Authorities** are requested to approve or reject the leave applications by **24th December 2024**, in order to finalize all records before the year-end.

The timely submission and processing of leave applications will ensure that all casual leave records for 2024 are accurately maintained in the system. This will also facilitate the efficient management of leave records for the year 2025, with no pending actions from the current year.

This circular is issued for the information and necessary action of all Judicial Officers, staff members, and relevant authorities in the judicial districts of Delhi/New Delhi.

Ld. Secy Admin. Bz  
19-12-2024  
P.S. DSSJ (HQs)

  
(SANJAY GARG-I)  
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi