OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH), ROHINI COURTS, DELHI

OFFICE ORDER

Sub: Directions regarding Leave(s).

It has come to the notice of the undersigned that some of the Officials of North District are still not adhering to the Office directions and frequently proceeding on leave without any justifiable ground that too without any prior approval from the Competent Authority. Such practice of taking frequent leave(s) adversely hamper the work of Court/Branch.

Therefore, all the officials posted in North District, Rohini Courts, Delhi are hereby directed to refrain themselves from proceeding on frequent leave without any justifiable reason. The leave application shall only be considered, if applied on a justifiable grounds.

All the Officials are once again directed to scrupulously comply with 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.
4. In case of any emergency, officials shall send telephonic intimation qua their leave to their Reader/Branch-in-Charge (as the case may be) who shall send written intimation to this Office on the same day, at the earliest.
5. All Leave applications must reach this office either in advance or in case of Medical Leave within 03 working days, as the case may be.
6. The application for condonation of late attendance (short leave) of the official due to unavoidable circumstances must reach this office on the very same day by 11:15 AM, failing which, the same shall be treated as half day Casual Leave.
7. Any official shall not leave the station without prior written intimation/approval of the Competent Authority, as the case may be.
8. 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.

In view of the above, all the Judicial Officers/Officers In-Charges of North District, Rohini Courts, Delhi are impressed upon to direct the staff working under their control to refrain from taking leave frequently without any justifiable reason and also 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.

Non-compliance of the above directions shall be viewed seriously and disciplinary action shall be initiated against the erring official/s.

Nishas 31/7/25

(Nisha Sahay Saxena)
Principal District & Sessions Judge,
North District, Rohini Courts, Delhi.

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No. 25808-871 .....F2N(1)/Admn./North/RC/2025 Dated 31/07/2025

Copy forwarded for information and compliance to:

1. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the 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 in their branch 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 the same on the officials website of North District.
6. The Branch In-charge, R&I Branch for uploading the same on LAYERS.
7. Personal Office of the undersigned.

Mishra

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