OFFICE OF THE DISTRICT & SESSIONS JUDGE : NEW DELHI DISTRICT
PATIALA HOUSE COURTS : NEW DELHI

CIRCULAR

Time and again it was impressed upon all the staff posted in New Delhi District to submit their leave applications immediately on joining their duties after availing leaves *(in the event that they had not submitted their leave applications beforehand)*. But it has been brought to the notice of the undersigned that some of the incumbents are still not submitting their leave applications *(Casual/Earned/Medical etc.)* on time.

In light of the above, it is again directed that all the officials posted in New Delhi District must timely submit their leave applications prior to proceeding on leave and in the event of any exigency, if they are not able to submit the same in advance, then they shall send their leave applications to the Leave Section, NDD immediately on resuming their duties, the same day itself.

Non-compliance of the directions shall be viewed seriously and disciplinary action will be initiated against the delinquents as per rules.

(Yashwant Kumar)
District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi

No. 14679-14748/Admn./D&SJ/NDD/PHC/ND/19 Dated, New Delhi the : 05/07/19

Copy forwarded for information & necessary action:-

1. All the Judicial Officers posted at New Delhi District, Patiala House Courts, New Delhi with the request to bring the contents of the circular to the notice of the staff posted under their kind control.
2. The Administrative Civil Judge, NDD for necessary action.
3. All the Administrative Officers (Judl.)/Branch Incharges posted in New Delhi District, Patiala House Courts, New Delhi to ensure compliance.
4. The PS to the undersigned.
5. The Branch Incharge, Leave Section, NDD to timely bring to notice of the Ld. Officer-In-Charge, Leave Section, NDD any delinquency in this regard.
6. The APRO, NDD, Patiala House Courts, New Delhi.
7. The Dealing Asst., R&I Section, NDD to upload the same on LAYERS.

District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi

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