

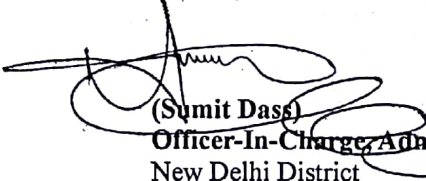
OFFICE OF THE DISTRICT & SESSIONS JUDGE : NEW DELHI DISTRICT
PATIALA HOUSE COURTS : NEW DELHI

CIRCULAR

It has been observed that some of the Sr. Personal Assistants/Personal Assistants posted in New Delhi District are availing most of their Casual Leaves by the second or third quarter of the year, thereby exhausting all their 12 available casual leaves much before the end of the year. The said officials then resort to availing one or two Earned Leaves on some or the other grounds of exigency towards the year end, ultimately affecting the smooth functioning of the Courts wherein they are posted. This is a wrong practice and is in gross violation of earlier order No. 14576-643/Admn./D&SJ/NDD/PHC/ND/17 dated 22/07/2017 of this office and must cease immediately, especially in view of the acute shortage of stenographers in this District.

In light of the above, all the Sr. PAs and PAs posted in New Delhi District are hereby directed to avail their Casual Leaves in such a manner that they are evenly spread out during the entire calendar year, so that need for one or two days Earned Leave/s may not arise towards the end of the year. The practice of taking one or two days Earned Leave is deprecated.

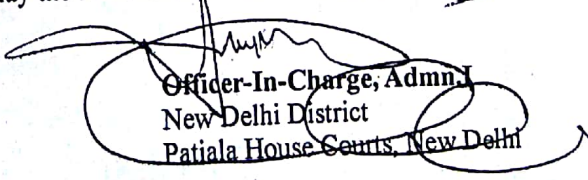
Non-compliance of the above order will be viewed seriously.


(Sumit Dass)
Officer-In-Charge, Admn.I
New Delhi District
Patiala House Courts, New Delhi

No. 714-755/Admn./D&SJ/NDD/PHC/ND/18 Dated, New Delhi the : 08/01/2019,

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 Personal Assistants posted under their kind control.
2. The Branch Incharge, Leave, NDD to timely place on record any delinquency in this regard.
3. The PS to the Ld. District & Sessions Judge, NDD.
4. The APRO, NDD, Patiala House Courts, New Delhi.
5. The District System Administrator to display the same on the website of this Court.


Officer-In-Charge, Admn.I
New Delhi District
Patiala House Courts, New Delhi