

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE NEW DELHI**  
**DISTRICT, PATIALA HOUSE COURTS, NEW DELHI.**

**C I R C U L A R**

It has been observed that applications for grant of leave/short leave, intimation regarding proceeding for TIP proceedings/evidence. etc from the Ld. Judicial Officers, New Delhi District, are not being timely received. It is impressed upon all the Ld. Judicial Officers, New Delhi District that whenever they wish to proceed on leave, their application(s) in this regard, must be submitted well in advance. In case, the Ld. Judicial Officer(s) intend to avail the leave(s) impetuously, then written/telephonic intimation must send to the Judicial Branch of this Office positively by 09.30 A.M. The Ld. ACMMs and Ld. MMs must also send their leave intimation(s) to the Office of Ld. CMM, New Delhi District in a timely manner. It is further impressed upon the Ld. Judicial Officers that their leave applications must be submitted immediately upon joining or latest by next working day.

The application(s) for short leave(s) should be sent by the Ld. Judicial Officers immediately on the same day even if leave intimation is already given by their staff. Further, intimation(s) to proceed for TIP proceedings/evidence should also necessarily be sent to the Judicial Branch of this Office well in advance.

The Reader(s)/Ahlmad(s)/staff concerned on duty are also directed to affix a notice outside their Court Rooms with regard to the leave of their Presiding Officer including short leave/half day leave/full day leave.

This issues with prior approval of Ld. Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.



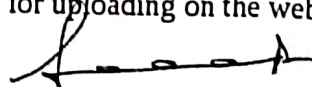
(Sandeep Garg)  
Judge Incharge, Mediation /  
Link Officer In-charge  
Leave Section for Officers of DHJS & DJS  
Patiala House Court, New Delhi District

No. 18464-18572  
/Pr.D&SJ/NDD/PHC/2023

New Delhi, dated 04/2/23

Copy forwarded for information and necessary action to:

1. All the Ld. Judicial Officers of New Delhi District, PHC, NDD, ND.
2. The PS to Ld. Principal District & Sessions Judge, New Delhi District.
3. The Branch Incharge, Computer Br., PHC, NDD, ND for uploading on the website.



Link Officer In-charge  
Leave Section for Officers of DHJS & DJS  
Patiala House Court, New Delhi District