

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

## Circular

**Subject: Reg. time bound action in Casual Leave software on LAYERS**

It has been reported that during data analysis of the leave software, it has been observed that many Casual Leave Applications and Leave Intimations are lying idle at Forwarding and Sanction/Rejection stage.

The software has been designed to work as per individual's login, therefore, if the leave applications are kept lying in one's LAYERS login and he/she gets transferred, the working of the system is jeopardize and the leave process gets unreasonably delayed.

In order to streamline the very objective of automation of the casual leave system, it is impressed upon all the Ld. Judicial Officers, A.O. (Judl.), System Analysts, DDO, Branch Incharges, Accounts Officers to take action on their part preferably on the same day or latest by very next day of receipt of leave in their respective LAYERS login without fail.

It is further requested to all the Leave Sanctioning Authority to also adhere to the above timeline and must clear the pendency in their login of the leave software before transfer, relieving as Leave Sanctioning Authority or proceeding for leave.

  
(SANJAY GARG)

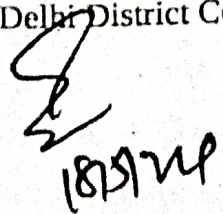
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

No. 29446 - 30296 /IT CELL/2024

Date: 11 MAY 2024

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

1. All the Ld. Principal District & Sessions Judges, Delhi/New Delhi.
2. Ld. Principal District & Sessions Judge cum Special Judge (PC Act/CBI), RACC.
3. All the Ld. Judicial Officers of all districts of Delhi District Courts.
4. All the Leave Sanctioning Authority of Ld. Judicial Officers and staff.
5. All the Sr. Administrative Officers, Administrative Officers, System Analysts, DDO, Sr. Accounts Officers/Accounts Officers/Assistant Accounts Officers.
6. R&I for uploading on LAYERS.
7. Website Committee for uploading the same on official website of Delhi District Courts.

  
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi