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

CIRCULAR

It has been observed by the undersigned that some of the Judicial Officers are not complying the instructions in respect of leave, contained in letter No. 450/Gaz./P.F. dated 08/09.01.1986, 456/Gaz./P.F. dated 14.05.1999 & 5883/Gaz./P.F. dated 01.03.2004 of the Hon'ble High Court of Delhi, New Delhi, and are exhausting their casual leave during the first few months of the calender year and are applying earned leave / medical leave for a day or two on account of urgent work or brief illness etc. The Judicial Officers posted at New Delhi District are advised to avail their casual leave in such a manner that the same are spread over during the calender year so that need for one or two days earned leave / medical leave may not arise.

It has also been observed by the undersigned that leave applications of some of the Ld. Judicial Officers, New Delhi District, are being submitted after a considerable delay after availing of the leaves. It is impressed upon all the Judicial Officers, New Delhi District to send the leave application preferably in advance or where it is not possible, soon after availing the leave and on resumption of duties.

Chandna

[Anju Bajaj Chandna]
Principal District & Sessions Judge
New Delhi District, Patiala House Court,
New Delhi.

No. 21-75 /Judl./Cir./Leave/NDD/PHC Dated : 23/01/2026

Copy forwarded for information & necessary action to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. All the Judicial Officers of DHJS & DJS, New Delhi District alongwith copy of letter No. 450/Gaz./P.F. dated 08/09.01.1986, 456/Gaz./P.F. dated 14.05.1999 and 5883/Gaz./P.F. dated 01.03.2004 of the Hon'ble High Court of Delhi, New Delhi.
3. PS to the undersigned.
4. The Branch In-charge, Computer Branch with the direction to upload on web site of New Delhi District.

Chandna

[Principal District & Sessions Judge]
New Delhi District, Patiala House Court
New Delhi.

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6-0979

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEADQUARTERS)
TIS HAZARI COURT, DELHI

CIRCULAR

It has been brought to the notice of the undersigned that the instructions in respect of leave, contained in letter No. 450/Gaz./P.F. dated 08/09.01.1986, 456/Gaz./P.F. dated 14.05.1999 and 5883/Gaz./P.F dated 01.03.2004 of the Hon'ble High Court of Delhi, New Delhi are not being scrupulously followed by the Judicial Officers posted in Central, District, Tis Hazari Court, Delhi, therefore, the same have been re-circulated for strict compliance by the Officers of Delhi Higher Judicial Service and Delhi Judicial Service, Central District, Tis Hazari Court, Delhi.

(GIRISH KATHPALIA)
DISTRICT & SESSIONS JUDGE (HQs)
DELHI

No. 2002/53293-391/CD/SO/Gaz./19 Dated, Delhi the 12 SEP 2019

Copy forwarded to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judges, South, Shahdara, North-West, South-West, New Delhi, North, Rouse Avenue, South-East, West, North-East, East Districts Delhi/New Delhi.
3. All the Judicial Officers of DHJS & DJS, Central District, Tis Hazari Court, Delhi alongwith copy of letter No.450/Gaz./P.F. dated 08/09.01.1986, 456/Gaz./P.F. dated 14.05.1999 and 5883/Gaz./P.F dated 01.03.2004 of the Hon'ble High Court of Delhi, New Delhi.
4. The P.S. to District & Sessions Judge (HQs), Delhi.
5. The Reader to District & Sessions Judge (HQs), Delhi.
6. The Website Committee, English/Hindi, Tis Hazari Court, Delhi.
7. The LAYERS for uploading the same.

DISTRICT & SESSIONS JUDGE (HQs)
DELHI

From:
8th January 1986.

The Registrar,
High Court of Delhi,
New Delhi.

To

The District & Sessions Judge,
Delhi

Subject - GRANT OF LEAVE TO JUDICIAL OFFICERS.

Sir,

I am directed to refer to the correspondence resting with this court's communication dated (i) Order No. 56/Gaz./P.F. Dt. 19.12.83 & (ii) Letter No. 2785/Gaz./PF Dt. 19.2.85 on the above subject and to say that instructions contained therein are not being complied with [redacted] to [redacted] worked by [redacted] reasons. The officers were asked they should apply leave sufficiently in advance at least, fortnight and that in case of extreme urgency, permission of the High Court may be obtained in telephones before proceeding on leave. They were also emphasized that the requisite certificates from the authorised Medical Attendant as should support the medical leave provided in leave rules and that they should not exhaust the casual leave in [illegible] month so that it could be availed for casual, for exigencies and urgent nature of work throughout the year.

It has been found that applications are still being received for grant of earned leave for not only one to three days but also are received in the Court only a day or two before the date of leave applied for and many a time even after the leave had been availed of . It is, therefore, necessary that application for grant of earned leave should be submitted well in advance and the same should be forwarded to this Court immediately on their receipt, so that orders could be obtained thereon and communication to the officers applying leave before the date they have to proceed on leave.

I am, therefore, to request you to impress upon the Judicial Officers once again that the leave cannot be claimed as of a right. They should apply well in advance at least a fortnight for the grant of earned leave and should not proceed on leave in anticipation of its sanction. In no [illegible] should avail casual leave in such a manner that it is spread over the [illegible] of the

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calendar year to meet any unforeseen exigencies. The earned leave in driblets for a day or two for immediate and urgent nature of work or brief illness is not advisable. It may also kindly be answered that the application for the grant of earned leave be forwarded to this Court well in advance, so that these could be granted to the concerned officer before the date he proceeds on leave and that the applications for the grant of commuted leave be forwarded to this Court after having been ensured that these are accompanied by the requisite medical certificates from an authorised Medical Attendant to avoid unnecessary correspondent to get the formalities completed.

Yours faithfully,

Sd.

Registrar

No. 1635/Gaz/P.F.

(5)

MOST IMMEDIATE.
OUT AT ONCE.

No. 5713 /Gen/P.F.

2356
01 MAR 2004
D H C

To,

The Registrar(Vigilance),
High Court of Delhi,
New Delhi.

To,

The District & Sessions Judge,
Delhi.

New Delhi, dated the 1st March/February, 2004.

Sub: Grant of 1 or 2 days' commuted leave to Judicial Officers.

Sir,

I am directed to say that Hon'ble the Chief Justice and Hon'ble Judges of this Court have observed that [redacted] be [redacted]

I am, accordingly to request you to issue necessary instructions on the subject for compliance.

Yours faithfully,

(R.K. AHLUWALIA)
REGISTRAR(Vigilance)

No. [redacted]/Gaz./P.F.

From:

The Registrar
High Court of Delhi
New Delhi.

15 MAY 1999

To

The District & Sessions Judge
Delhi.

New Delhi, dated the 14 May, 1999.

Sir,

I am directed to refer to this Court's letter No.450/Gaz./P.F. dated 8th Jan., 1986 and its reminder [redacted] whereby it was impressed that the [redacted] Casual Leave in a manner that [redacted] for [redacted] these instructions are not being adhered to scrupulously and there have been number of instances in the year 1998 where after exhausting all the 12 days casual leave in the early part of the year, officers have been regularly and repeatedly availing earned leave in driblets for a day or two on account of urgent work or brief illness etc in disregard of the aforesaid instructions, which not only dislocates regular Court work but also results in undertaking of avoidable lenghty administrative procedure for the grant of earned leave for such duration(s). A list of the Judicial Officers who availed earned leave in driblet during the year 1998 is enclosed herewith. The Hon'ble the Actin Chief Justice and Hon'ble Judges of this Court have taken a seri view of the matter and have been pleased to direct that these instructions, in future, be complied with strictly and non-co thereof would be viewed seriously.

Accordingly, I am directed to request you that the instructions issued vide this Court's letter No.450/Gaz./P.F. dated 8th Jan., 1986 may be circulated again to all the Judicial Officers for strict compliance and they may be informed that non-compliance thereof would be viewed seriously.

Action taken may be intimated to this Court.

Yours faithfully

REGISTRAR

Encl : As above.