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

CIRCULAR

It has been observed that despite several directions issued from time to time, most of the Orderlies either do not report in Administration Branch or prefer to proceed on short leave/half day/full day leave, whenever their Presiding Officer happen to be on leave/training. As a result thereof, a lot of difficulty is faced by the Administration Branch in deployment of substitute staff in the Courts, where regular orderly is on leave.

It is, therefore, once again impressed upon to follow the directions contained herein below:

1. Henceforth, all the Orderlies posted in New Delhi District shall, whenever their respective Ld. Judicial Officer proceeds on leave(s), report for duty in the Administration Branch at 10.00 AM sharp, in case they have prior intimation qua leave of their Ld. Judicial Officer(s). If they do not have prior intimation of leave of their Ld. Judicial Officer, they shall report for duty in the Administration Branch maximum by 10:10 AM sharp. Official shall appear in person for reporting in Administration Branch. No telephonic reporting shall be considered in this regard.
2. Proceeding on leave of any nature on the day when the Ld. Judicial Officer is on leave, except in extreme emergent / unavoidable circumstances, shall be viewed seriously and report shall be sent recommending against sanction of such leave.
3. The Ld. Presiding Officers are requested not to forward the leave of staff members who are in a habit of taking leave on the day when their Ld. Presiding Officers are on leave.
4. In Courts where two orderlies are posted, the Ld. Judicial Officers posted in the New Delhi District are requested not to allow/sanction the leave of both the orderlies simultaneously on a single day.
5. If regular orderly(ies) is/are on leave, the Administration Branch will provide the substitute orderly only if any spare orderly is available in office pool on that day. In case the Administration Branch is unable to provide any substitute orderly due to shortage of such staff in office pool, the services of staff available in the Court on that day, may be utilized for urgent work.

6. All the Ld. Judicial Officers posted in the New Delhi District, where two orderlies are posted, are requested to relieve one of their Orderlies immediately as and when request is made by the Administration Branch for deputing him/her to the Court(s) to meet out the requirements in exigencies .
7. All the Chairpersons/Members of various Committees are also requested to utilize the services of the Orderlies posted in their courts during the meetings.
8. The Ld. Presiding Officers shall ensure that the officials posted in their Courts, submit their leave application either in advance before proceeding on leave or immediately on return from leave. In case officials do not submit their leave applications on time, the matter may be reported to Administration Branch for taking appropriate action against the erring official.
9. The Ld. Presiding Officers, on the day of their leave/training, are requested not to assign any work to the orderlies posted with them during the office working hours. In case of any exigency, the Reader/Ahlmad may be directed to mark the leave of the orderly, if not present in office.

Non compliance of the aforesaid directions shall be viewed seriously and strict action may be initiated against the erring official.

25/2/2026

(PITAMBER DUTT)
Principal District & Sessions Judge
NDD, Patiala House Courts, New Delhi

No. 5828-5890 Admn./Pr. D& SJ/NDD/PHC/ND/2026 Dated, New Delhi the 25/02/26

Copy forwarded for Information and necessary action to:

1. All the Ld. Judicial Officers, NDD, PHC, New Delhi.
2. The Ld. Judicial Officers, Family Courts/Mediation Centre, NDD, PHC.
3. Personal Office of the undersigned.
4. The Branch Incharge, Computer Branch, NDD, PHC to upload the same on the website of the District.
5. The Administrative Officer (Judl.)/Branch Incharge, **Leave Seat, NDD, PHC** with the direction to **call explanation from the Reader/Branch Incharges who do not send attendance sheet by 10:10 AM.**
6. The Administrative Officer (Judl.)/Branch Incharge, **Administration Branch, NDD, PHC** with the direction to **call explanation from the Orderlies who do not report for duty by 10:10 AM in Office Pool, NDD when their Ld. P.O. is on leave/training.**
7. The Dealing Asstt., R&I, NDD, PHC for uploading on LAYERS.

25/2/2026

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