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

CIRCULAR

Pursuant to the letter No. 1480-1492/DHC/Gaz.IB/G-3/2026 dated 27.02.2026, and directions contained in the referred letters nos. 4611-4623/DHC/Gaz./G-3/2021 dated 04.12.2021, 1129-1141/DHC/Gaz./G-3/2023 dated 15.02.2023 & 5238-50/DHC/Gaz./G-3/2023 dated 12.07.2023 of the Hon'ble High Court of Delhi, New Delhi (copy enclosed), which have already been communicated for necessary compliance by this office vide circulars dated 08.12.2021 & 17.07.2023 (copies enclosed), are being recirculated impressing upon all the Judicial Officer(s), New Delhi District to strictly adhere to the directions contained in the aforesaid letters in the letter and spirit regarding availing leaves, and ensuring that the status thereof is immediately updated on the website of New Delhi District for the convenience of the Bar and general public.

9/3/2026

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

No. 7022-7078/Judl./Cir./Leave/NDD/PHC Dated : 10/03/26

Copy forwarded for information & necessary action to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. All the Ld. Judicial Officer(s), New Delhi District.
3. PS/Reader to the undersigned.
4. The Branch In-charge, Computer Branch with the direction to upload on the website of New Delhi District.

9/3/2026

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

...the Principal District & Sessions Judge
...Tis Hazari Courts, New Delhi
Diary No. 6366
Date 28/02/26

HIGH COURT OF DELHI

Shershah Road, New Delhi

New Delhi District

No. 1480 – 1492 /DHC/Gaz.-IB/G-3/2026 Dated: 27/02/26

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To

1. The Principal District & Sessions Judge (HQ), Tis Hazari Courts Complex, Delhi.
2. The Principal District & Sessions Judge (South), Saket Courts Complex, New Delhi
3. The Principal District & Sessions Judge (South-East), Saket Courts complex, Delhi.
4. The Principal District & Sessions Judge (North-West), Rohini Courts Complex, Delhi.
5. The Principal District & Sessions Judge (East), Karkardooma Courts Complex, Delhi.
6. The Principal District & Sessions Judge (North-East), Karkardooma Courts Complex, Delhi.
7. The Principal District & Sessions Judge (West), Tis Hazari Courts Complex, Delhi.
8. The Principal District & Sessions Judge (North), Rohini Courts Complex, Delhi.
9. The Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), RACC, New Delhi.
10. The Principal District & Sessions Judge (New Delhi), Patiala House Courts Complex, New Delhi.
11. The Principal District & Sessions Judge (Shahdara), Karkardooma Courts Complex, Delhi.
12. The Principal District & Sessions Judge (South-West), Dwarka Courts Complex, New Delhi.
13. The Principal Judge (HQ), Family Courts, Dwarka, New Delhi.

Sub: **Directions in respect availing leaves and timely updation of status thereof on Delhi District Court's website.**

Sir/Madam,

I am directed to refer to this Court's letter nos. 4611-4623/DHC/Gaz./G-3/2021/ dated 04.12.2021, 1129-1141/DHC/Gaz./G-3/2023 dated 15.02.2023, 5238-50/DHC/Gaz./G-3/2023 dated 12.07.2023, respectively, on the above subject, and to request you to impress upon all the Judicial Officers under your respective control to strictly adhere to the directions issued by this Court in the above said letters in respect of availing leaves and to ensure that the status thereof is immediately updated on the Delhi District Courts website for convenience of the Bar and the general public.

Yours Sincerely,

Encl: As above

Ld. OIC / Judl.
Ld. OIC / Comp.
Pr. DJ(SE)/2026
28/2/2026

(Vinay Sharma)
Deputy Registrar (Gazette-IB)
for Registrar General

HIGH COURT OF DELHI

Shershah Road, New Delhi

Most Immediate

4611-4623

No. DHC/Gaz./G-3/2021/

Dated: 4-12-2021

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
3. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
5. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
7. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
10. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
11. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
12. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: "Directions regarding Leave and adherence to Court timings".

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that all the Principal District and Sessions Judges are directed to impress upon the judicial officers under their kind control to strictly adhere to Court timings and to apprise them that leave cannot be availed as matter of right and is to be taken strictly in conformity with the applicable Leave Rules.

I am, therefore, directed to request you to kindly take necessary action in the matter, under intimation to this Court.

Yours Sincerely,

(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

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Reminder

HIGH COURT OF DELHI

Shershah Road, New Delhi

No. 1129 – 1141 /DHC/Gaz./G-3/2023 Dated: 15/02/2023

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To

1. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, New Delhi.
3. The Principal District & Sessions Judge, North-West District, Rohini Courts, New Delhi.
4. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
5. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, North District, Rohini Courts, New Delhi.
7. The Principal District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
8. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
9. The Principal District & Sessions Judge, South-East District, Saket Courts, New Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
12. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarters), Dwarka, New Delhi.

Sub: Advance intimation of proceeding on long leave or joining on return from long leave by Female Judicial Officers.

Sir/Madam,

I am directed to refer to this Court's letter No. 3050-3061/DHC/Gaz/P&T/G-3/2013 dated 29.05.2013 (copy enclosed) on the above subject, and to say that it has been noticed that some of the Judicial Officers are not complying with the directions issued in the letter under reference.

It is therefore, once again requested that all female Judicial Officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave to comply with the direction of this Court's contained in the aforesaid letter dated 29.05.2013.

It is further requested to kindly convey the aforesaid directions to the concerned Judicial officers under your respective control, under intimation to this Court.

It is also requested that as and when any Judicial Officer proceeds on long leave, the intimation thereof may be sent to this Court immediately.

Yours Sincerely,

(S.S. Bhatnagar)
Joint Registrar (Gazette-IB)
for Registrar General

No. 3050-3061 /DHC/Gaz/P&T/G-3/2013

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge, East, Karkardooma Courts, Delhi.
3. The District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
4. The District & .Sessions Judge, North-West District, Rohini Courts, Delhi.
5. The District & Sessions Judge, South District, Saket Courts, New Delhi.
6. The District & .Sessions Judge, North-East District, Karkardooma Courts, Delhi.
7. The District & .Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
8. The District & .Sessions Judge, North District, Rohini, Delhi.
9. The District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
10. The District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
11. The District & Sessions Judge, South-East District, Saket Courts, New Delhi.
12. The Principal Judge, Family Court, Dwarka Courts, Delhi.

Sub: Advance intimation of proceeding on long leave or joining on return from long leave(maternity leave/child care leave) by Female Judicial Officers.

New Delhi, dated the 29th May, 2013.

Sir/Madam,

I am directed to say that Hon'ble the Chief Justice has been pleased to order that all female judicial officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave may be impressed upon to intimate the High Court at least three weeks in advance about the date of their proceeding on long leave (maternity leave/child care leave) and the date of their joining on return from such long leave, to enable the registry of the High Court to take appropriate steps for posting another officer in the court falling vacant or posting of the officer on return from such long leave, as the case may be.

I am, therefore, to request you to kindly convey the above orders of Hon'ble the Chief Justice to the concerned judicial officers under your control, under intimation to this Court.

Yours faithfully,

(O.P. Narang)
Deputy Registrar (Gaz.)
For Registrar General

HIGH COURT OF DELHI **Most Immediate**

5238—5250 Shershah Road, New Delhi

No. DHC/Gaz./G-3/2023

From:

Dated: 12/07/2023

The Registrar General,
High Court of Delhi,
New Delhi.

To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
3. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
4. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
5. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
6. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
7. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
8. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
9. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
12. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: "Directions regarding advance updation of leave taken by Judicial Officers on the Website of District Courts".

Sir/Madam,

I am directed to refer to this Court's letter No. 4118-30/DHC/Gaz./G-3/2021 dated 12.11.2021 (copy enclosed) whereby it has been directed that:-

a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.

b) In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of Principal District & Sessions Judge before 10:00 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned.

It was further directed to issue directions for maintaining a Register in respective offices containing following fields:-

a) Name of the Judicial Officer
b) Date(s) for which leave is sought
c) Date and time of receiving the leave application in the office
d) Date and time of uploading the intimation on the website

It has come to the notice that above said directions are not being strictly complied with.

I am, therefore, directed to request you to kindly ensure that above said directions be strictly complied.

Yours Sincerely,

Encl: As above

(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

HIGH COURT OF DELHI
Sher Shah Road, New Delhi

Most Immediate

No. 4118-24/DHC/Gaz./G-3/2021/

Dated: 12/11/2021

From:
The Registrar General,
High Court of Delhi,
New Delhi.

To,
1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
3. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
5. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
7. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
10. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
11. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
12. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: **"Directions regarding advance updation of leave taken by Judicial Officers on the Website of District Courts".**

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that a fresh circular be issued to the following effect:-

a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.
b) In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of Principal District & Sessions Judge before 10:00 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned.

I am further directed to request you to issue directions for maintaining a Register in your respective offices containing following fields:-

a) Name of the Judicial Officer
b) Date(s) for which leave is sought
c) Date and time of receiving the leave application in the office
d) Date and time of uploading the intimation on the website

I am, therefore, directed to request you to kindly take necessary action in the matter, under intimation to this Court.

Yours Sincerely,

(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

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

No. _____/Judl./F.48/NDD/PHC Dated, New Delhi the _____

CIRCULAR

Pursuant to the directions contained in the letter No. 4611-4623/DHC/Gaz./G-3/2021 dated 04.12.2021 of the Hon'ble High Court of Delhi, New Delhi, it is impressed upon all the Judicial Officers, New Delhi District to strictly adhere to Court timings. It is further impressed upon all the Judicial Officers that leave cannot be availed as matter of right and is to be taken strictly in conformity with the applicable Leave Rules.

All the Judicial Officers, New Delhi District are requested to scrupulously adhere to the aforementoned directions fortwith.

(Dinesh Kumar Sharma)
Principal District & Sessions Judge
New Delhi District

No. 21942-21989/Judl./Cir./Leave/NDD/PHC Dated, New Delhi the 08/12/21

Copy forwarded for information and necessary action to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge (HQs), Delhi.
3. All the Judicial Officers, New Delhi District, Patiala House Courts, New Delhi.
4. PS to the undersigned.

Principal District & Sessions Judge
New Delhi District

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

CIRCULAR

Pursuant to the directions contained in the letter Nos. 5238-5250/DHC/Gaz./G-3/2023 dated 12.07.2023 & 4118-30/DHC/Gaz./G-3/2021 dated 12.11.2021 of the Hon'ble High Court of Delhi, New Delhi, and in continuation of earlier Circular bearing No. 9388-434/Judl./Cir./Leave/NDD/PHC dated 23.11.2021, it is once again impressed upon all the Judicial Officers, New Delhi to send the leave applications at least one day in advance to the Judicial Branch, New Delhi District and in case of any hardship or unforeseen exigency, when any leave is to be applied at the last moment, intimation by/through using electronic means be sent promptly to the Computer Branch, New Delhi District before 10.00 AM so that the same is uploaded on the website on time for the intimation of all concerned.

17/7/23

[Sanjay Garg-I]
Principal District & Sessions Judge
New Delhi District, Patiala House Court,
New Delhi.

No: 20131-20150/Judl./Cir./Leave/NDD/PHC Dated : 17/7/23

Copy forwarded for information & necessary action to :

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. All the Ld. Judicial Officer(s), New Delhi District.
2. The Officer In-charge, Computer Branch with the request to direct the concerned staff of Computer Branch to maintain a Register as per point 'd' of the aforesaid letter dated 12.07.2023.
3. PS/Reader to the undersigned.

17/7/23

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