

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

CIRCULAR

It has come to the notice of the undersigned that some of the officials posted in New Delhi District are casually availing one or two days earned leave frequently without mentioning any sufficient reason/ground. Such a conduct is clearly in breach of the binding guidelines issued by this Office vide circular no. 34183-34260 Admn./Leave/NDD/PHC/2022 dated 19.12.2022 (copy enclosed).

It is hereby once again impressed upon all the officials that casual leave should be availed in such a manner spreading over the entire calendar year to meet any unforeseen exigencies so that need for one or two days earned leave may not arise by the end of the year, except in unavoidable circumstances.

Non-compliance with the above circular shall be viewed seriously and suitable action shall be taken against the concerned official as per Rules.

Encl.: as above.


(Dharmender Rana)

Officer-in-charge, Admn. (Leave),
New Delhi District, PHC, New Delhi

No. 25846-933 Admn./Leave/NDD/PHC/2026

Dated: 24/9/2026

Copy forwarded for information and necessary action to:

1. All the Courts and Branches, New Delhi District.
2. PS to Ld. Principal District & Sessions Judge, New Delhi District.
3. The Dealing Assistant, R&I Section, New Delhi District to upload the same on LAYERS.


(Dharmender Rana)

Officer-in-charge, Admn. (Leave),
New Delhi District, PHC, New Delhi.

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It is here and again impressed upon all the officials that casual leave should be availed in such a manner spreading over the calendar year so that need for one or two days earned leave may not arise by the end of the year, except in unavoidable circumstances.

Non-compliance with the above circular shall be viewed seriously and suitable action shall be taken against the concerned official as per Rules.


(Anurag Sain)

Officer-in-charge Admn. (Leave),
New Delhi District, PHC, New Delhi

No. 34183-34960 Admn./Leave/NDD/PHC/2022

Dated: 19/12/22

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(Anurag Sain)

Officer-in-charge, Admn. (Leave),
New Delhi District, PHC, New Delhi.