

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS : DELHI.**

**CIRCULAR**

Pursuant to Notification No.-355/I-G-4/Genl.-I/DHC dated 26.10.2021 issued by Hon'ble High Court of Delhi and Circular No.-964/17715-17990/Admn.I/II/III/Sum.Vac./2022 dated 30.05.2022 issued by O/o the Ld. Principal District & Sessions Judge (Hqs) regarding "Special Casual Leaves for Staff Members", the batches for Special Casual Leave during the ensuing Summer Vacation 2022 shall be as below:-

Batch No.	Period of Special Casual Leave
I	13.06.2022 to 20.06.2022
II	23.06.2022 to 30.06.2022

Two days viz.; 21.06.2022 & 22.06.2022 shall be common working days for both the batches.

Accordingly, all the Ld. Presiding Officers/Ld. Officers In-Charge (North-West) are requested to send names of employees working under their kind control, both in court and branches, giving details of their Period of Special Casual Leave, to the concerned Administration Branch (North-West) **by 03.06.2022 positively**. It shall be ensured that sufficient staff is detained in each batch, preferably 50%, so that courts/branches can perform the work that could arise during the vacation period.

Sr.PAs/PAs & Peons, in case their Ld. Presiding Officer happens to be on Special Casual Leave, shall report to the concerned Administration Branch (North-West) at 10.00 A.M. for duty.

The credit of Earned Leave in the leave account of the staff shall be as per the Rules.

  
(SURESH KUMAR GUPTA)

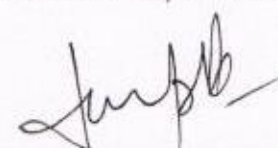
PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS, DELHI.

No.Vacation/Admn.(NW)/2022/ 14703-14773

Date 01.06.22

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

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (Hqs), Tis Hazari Courts, Delhi.
3. The Ld. Judicial Officers/Officer Incharges concerned, Rohini Courts, Delhi with the request to bring the contents of this circular into the notice of the official(s) concerned.
4. D.D.O., Accounts Branch (North-West), Rohini Courts, Delhi.
5. The Sr. A.O.(J)/A.O.(J), Administration Branch-I, II & III.(Central), Tis Hazari Courts, Delhi.
6. The Record Officer (RTI), Rohini Courts, Delhi.
7. The Dealing Official, Server Room, Rohini Courts/Tis Hazari Court, Delhi.
8. Personal office of the undersigned.
9. The Facilitation Centre, Rohini Courts, Delhi.
10. The Dealing Official, LAYERS Seat, Rohini Courts/Tis Hazari Courts, Delhi for uploading on Centralized website through LAYERS.

  
PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS, DELHI.