

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)

ROHINI COURTS, DELHI.

No.F2(1)/Admn./NW/RC/21/\_\_\_\_\_

Date\_\_\_\_\_

CIRCULAR

**Subject:- Monthly Statement regarding leave(s) availed.**

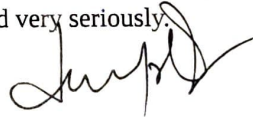
All the Readers of the courts and Branch In-Charges are hereby directed to send a monthly statement regarding the leave(s) availed by the employees posted in their respective court/branch, by 5<sup>th</sup> of every succeeding month, to the concerned Administration Branch of North-West District, starting from that of the month of January, 2021.

The said statement shall be sent by the Reader/Branch In-Charge after receiving and sending all the leave applications from such employees to the concerned Administration Branch (North-West) and the statement shall bear below mentioned undertaking.

**'It is certified that all leave applications availed by the employees working in this court/branch, in this month have been sent to the concerned Administration Branch (North-West) by the concerned employee.'**

This declaration need not be submitted qua an employee who has proceeded on leave in the reporting month and has not yet joined his/her duties.

Non-compliance of the above directions shall be viewed very seriously.



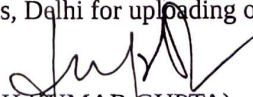
(SURESH KUMAR GUPTA)  
PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS DELHI.

No. F2(1)/Admn./NW/RC/21/ 5550-5690

Date 05/2/21

Copy forwarded for information and necessary action to:-

1. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi.
3. All Branch In-Charges, North-West District, Rohini Courts, Delhi.
4. The Record Officer (North-West), Rohini Courts, Delhi.
5. The Website Committee, Computer Branch, Rohini Courts, Delhi.
6. The dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.



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