

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH & NORTH-WEST DISTRICT : ROHINI COURTS : DELHI**

CIRCULAR

Subject : Directions to Ministerial Staff qua Leave(s).

Despite various circulars having been issued, it is noticed that some of the staff members are proceeding on leave frequently, which hampers the court/branch work. Therefore, all the employees are directed not to proceed on leave without prior intimation or leave application to their respective Judicial Officer/Officer In-charge, except in emergent situation. All the staff members should comply with the following directions while applying for leave(s) :-

1. Leave cannot be claimed as a matter of right.
2. The official should avail his/her Casual Leave during calender year in such a manner that need for one or two days Earned Leave(s) does not arise. In future, Earned Leave(s) for less than three days shall be sanctioned only in exceptional cases and not as a matter of routine otherwise any application for Earned Leave(s) for less than three days shall be viewed adversely and shall be treated as Extra Ordinary Leave(s).
3. The Earned Leave(s) and Child Care Leave(s) should be applied 15 days well in advance and in case of failure to do so, the Earned Leave/Child Care Leave may not be sanctioned.
4. The Official should mention the number of casual leave(s) already availed in every Casual Leave application.
5. The application for condonation of late attendance must reach to the office on the very same day by 11:10 AM, failing which, same will be treated as Half Day Leave.
6. Telephonic intimation qua Leave of an employee should be given by his/her colleague in writing, otherwise no telephonic intimation shall be entertained.
7. If any kind of Leave application is received without proper approval of Judicial Officer/Officer-In-charge / Administrative Officer & Branch In-charge, the same shall not be entertained.


(SWARANA KANTA SHARMA)

District & Sessions Judge
North-District, Rohini Courts, Delhi.


(R. P. PANDEY)

District & Sessions Judge
North-West, Rohini Courts, Delhi.

No. D&SJ(N)/Sectt./RC/2019/.....35952-36042

Dated...6/12/19.....

Copy forwarded for information and necessary action to :-

1. The Ld. District & Sessions Judge(HQs.), Tis Hazari Courts, Delhi.
2. All the Judicial Officers (North & North-West District) with the request to bring the contents of the circular amongst all the court staff member working under their control.
3. The Sr. Administrative Officer (J)/Branch In-charges (North & North-West District) to bring the contents of the circular amongst all the court staff member working under their control.
4. The Branch In-charge, R&I Branch for uploading on LAYERS.
5. PS to the undersigned(s).
6. The Guard file.


District & Sessions Judge


District & Sessions Judge