OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

C I R C U L A R

It has been observed by the undersigned that some of the officials posted in North-West District proceed on leave without prior permission of their respective Ld. Presiding Officer/Ld. Officer In-Charge, which badly effect the official work of the concerned court/branch, and in their absence, requisitions are received in the office for providing substitute staff, however, the office is already facing acute shortage of staff.

All the officials posted in North-West District are hereby impressed upon that they shall proceed on leave only after getting prior permission of their respective Ld. Presiding Officer/ Ld. Officer In-Charge and/or in case of extreme emergency, they can inform telephonically to Ld. Presiding Officer/ Ld. Officer In-Charge but shall refrain from giving text message on Whatsapp qua their leave. Ld. Judges are also requested to grant leave to the officials posted with them in such a way that it does not hamper the work of the concerned court / branch and can be managed without making requisitions for substitute staff.

All the concerned officials are directed to make compliance of the above said directions scrupulously.

Nishas

(NISHA SAHAY SAXENA)
Principal District & Sessions Judge
North-West District, Rohini Courts, Delhi.

No.F2(1)/Admn/NW/RC/2025/ 44179 – 44255 Date 26/11/2025

Copy forwarded to:-

1. All the Ld. Judicial Officers, North-West District, Rohini Courts, Delhi with the request to bring the contents of this circular to the notice of the staff posted under their kind control.
2. The Ld. Judge In-Charge, Mediation Centre, Rohini Courts, Delhi with the request to bring the contents of this circular to the notice of the staff posted under his kind control.
3. P.S. to the undersigned.
4. All the Branch In-Charges, North-West District, Rohini Courts, Delhi with the direction to bring the contents of this circular to the notice of the staff posted under their control.
5. The Record Officer, Rohini Courts, Delhi.
6. The Dealing Clerk, R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

Nishas

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