OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

Subject: Regarding Timely Processing of Casual Leave Applications for the Year 2025.

Entry No. 19229
10 DEC 2025

The Casual Leave software operates on the LAYERS platform. In order to maintain accurate leave records and ensure a streamlined leave management process for the current and forthcoming year, it is essential that all casual leave functions for the year 2025—such as submission, forwarding and approval—must be completed in a timely manner before end of the current year.

Accordingly, the following actions need to be completed by **24th and 26th December 2025:**

1. **Submission of Casual Leave Applications:**
   All Ld. Judicial Officers posted in all Judicial Districts of Delhi/New Delhi are requested to submit their Casual Leave Applications for the year 2025, including any casual leave they anticipate taking during the course of the year, by **24th December 2025.**

   All staff members posted in all Judicial Districts of Delhi/New Delhi are directed to submit their Casual Leave Applications for the year 2025, including any casual leave they anticipate taking during the course of the year, by **24th December 2025.**

2. **Forwarding of Leave Applications:**
   All concerned Ld. Leave Forwarding Authorities are requested to forward the submitted leave applications by **24th December 2025,** to ensure their timely processing at each stage.

3. **Processing by Leave Admin:**
   All Leave Admin Staff are directed to forward the leave applications for approval or rejection to the Ld. Leave Sanctioning Authority by **24th December 2025.**

4. **Approval or Rejection by Leave Sanctioning Authorities:**
   All Ld. Leave Sanctioning Authorities are requested to approve or reject the leave applications by **26th December 2025,** in order to finalize all records before the year-end.

The timely submission and processing of leave applications will ensure that all casual leave records for 2025 are accurately maintained in the system. This will also facilitate the efficient management of leave records for the year 2026, with no pending actions from the current year.

This circular is issued for the information and necessary action of all Ld. Judicial Officers, staff members, and relevant authorities in the judicial districts of Delhi/New Delhi.

08.12.2025

(VIRENDER KUMAR BANSAL)
Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

Marked to DICCAdmin
Nistas
PDSSSC(NW)

No. 43411 – 44611 /IT CELL/2025 Date: 08 DEC 2025

Copy forwarded for information and necessary action to:

1. All the Ld. Principal District & Sessions Judges, Delhi/New Delhi.
2. Ld. Principal District & Sessions Judge cum Special Judge (PC Act/CBI), RACC.
3. Ld. Chairman, I.T & Digitization, Delhi District Courts.
4. All the Ld. Judicial Officers of all districts of Delhi District Courts for their information and necessary action along with request to convey the above-mentioned directions to the staff under their control for necessary compliance.
5. PS to Ld. Principal District & Sessions Judge (HQs), Delhi.
6. All the Admn. Officers (J)/ System Analysts/ DDOs/ Branch In-Charges, all districts of Delhi District Courts to comply with the above-mentioned directions and convey the same to the staff under their control for necessary compliance.
7. R&I, Tis Hazari Courts for uploading on LAYERS.

08.12.2025

Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

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

No.F1(1)/Admn.I&II/NW/RC/2025/ 45667-45730 Dated 11.12.2025

Copy forwarded to:-

1. All Ld. Judicial Officers, North-West District, Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff posted under their kind control, for necessary compliance.
2. P.S. to the Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
3. All Branch In-Charges, North-West District, Rohini Courts, Delhi with the directions to bring the contents of the circular to the notice of the staff posted under their control, for necessary compliance.
4. The Web-site Committee, Rohini Courts, Delhi with the direction to upload the circular on the official web-site of this district.
5. The Dealing Clerk, R&I Branch, Rohini Courts, Delhi for uploading the circular on LAYERS.

11/12/2025

(VINOD KUMAR GOSAIN)
Administrative Officer (J)
Rohini Courts, Delhi.