

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SOUTH-EAST DISTRICT
SAKET COURTS COMPLEX, NEW DELHI

CIRCULAR

It has been brought to the notice of the undersigned that Court/Branches are not complying with the direction of circular No. 30857-31557/Admn.I/II/III/Leave/2019 dated 15.05.2019 issued from the office of the Ld. District & Sessions Judge(HQs), Delhi and subsequent circular No.221-294/Admn.I,II&III/Cir./SED/Saket/ND dated 07.01.2020 issued from this office and are not sending the report of leaves availed by the official posted in concerned Courts/Branches, duly forwarded by their Presiding Officer of the Court and Officer In-Charges of the branch concerned to the Leave Section of the South-East District.

All the Sr. A.O.J./A.O.J./Branch In-charges/Readers are directed to maintain the attendance register of the officials of their courts/branches properly and send the report of leaves availed by the officials posted in their Courts/ Branch, duly forwarded by their Presiding Officer of the Court and Officer In-Charges of the branch concerned, on the first day of every month henceforth to the Leave Section of the South-East District, failing which disciplinary action will be taken against them as well as erring officials.

This issues with the approval of Ld. Principal District & Sessions Judge, South-East District, Saket Courts Complex, New Delhi.

23.7.21
(RAJ KUMAR CHAUHAN)

Officer In-Charge, Administration-I
South-East District, Saket Courts Complex, New Delhi

8480-8560
No. _____/Admn.I,II&III/Cir./SED/Saket

New Delhi, Dated 23/07/2021

Copy forwarded for information and necessary action to : -

1. All the Ld. Judicial Officers, South-East District, Saket Courts Complex, New Delhi with the request to ensure the compliance of the directions.
2. P.S. to the Ld. Principal District & Sessions Judge, South-East District, Saket Courts Complex, New Delhi.
3. The Sr. A.O.(J.)/Branch In-Charge, Computer Branch, Saket Courts Complex, New Delhi.
4. All the Sr. A.O.(J.)/Branch In-Charges, South-East District, Saket Courts Complex, New Delhi.
5. P.R.O. Saket Courts Complex, New Delhi.
6. Dealing Official, R&I Branch, South-East District, Saket Courts Complex, New Delhi for uploading in LAYERS.
7. Guard File.

1/11/21
23/07/2021
(Branch Incharge)

Administration Branch, South-East District
Saket Courts Complex, New Delhi