

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

CIRCULAR

It is observed that the applications for leave from the Ld. Judicial Officers are not being received in time. It is impressed upon the Judicial Officers that whenever they happen to be on leave, the application in this regard, must be submitted in advance.

If the leave is to be taken suddenly, written/telephonic intimation be sent to the Office of the undersigned by 10.00 A. M. The ACMM and MMs should send their leave intimation to the Office of the undersigned as well as to the Office of the CMM (SE). The application for leave must be submitted immediately on return from leave or on the next working day.

Application for short leave be sent by the Officer immediately on the same day even though the leave intimation was given by their staff.

Reader/Ahlmad/other staff on duty are also directed to affix a notice outside their Court Room with regard to the leave of their Presiding Officer including short leave/half day leave/full day leave.

  
(SANJAY GARG-1)

PRINCIPAL DISTRICT & SESSIONS JUDGE (SE)

8784-8826  
No. \_\_\_\_\_/JudL/F.43/Cir./SE/Saket/2022

New Delhi, dated 07/05/2022

Copy forwarded to:

1. The Ld. District & Sessions Judge (HQs), Delhi for information.
2. All the Judicial Officers of South-East District, Saket Courts Complex, New Delhi.
3. The PS to District & Sessions Judge (SE), Saket Courts Complex, New Delhi.
4. The Website Committee, English/Hindi, Saket Courts Complex, New Delhi.

  
PRINCIPAL DISTRICT & SESSIONS JUDGE (SE)