

Computer

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

CIRCULAR

Subject: Grant of Leave to Judicial Officers

Instructions on the subject of grant/availing of leave by the judicial officers have been issued from time to time by the Hon'ble High Court, *inter alia*, through order no. 56/Gaz./P.F dated 19.12.1983, letter no. 2783/Gaz./PF dated 19.02.1985, letter no. 450/Gaz./PF dated 08/09.01.1986, letter no. 3306/Gaz/P.F. dated 20.02.1998, letter no. 1635/Gaz/PF dated 24.10.2002, letter no. 5883/Gaz./PF dated 01.03.2004 and letter no. 1449/Gaz/PF/DHC dated 19.01.2006. It has been noticed that the instructions on the subject are not being scrupulously followed. Therefore, the same have been consolidated and are hereby re-circulated to all the learned Judicial Officers with request to ensure strict compliance:

- 1) Leave **cannot** be claimed as a matter of right.
- 2) The judicial officers **should not** exhaust their Casual Leaves in the first few months of the year, so that it can be availed for unforeseen exigencies and urgent nature of work throughout the calendar year.
- 3) The casual leave software on LAYERS platform shall be **one and only mode** of intimating and applying casual leave for all the Ld. Judicial Officers and employees posted at Delhi District Courts, no other mode of communication with respect to Casual Leave shall be received or entertained in any circumstances.
- 4) It is **not advisable** for Earned Leave to be taken in dribblets i.e. for one day or two for immediate / urgent nature of work or brief illness.
- 5) Earned Leave for less than three days **should not** be applied for, unless there is extreme exigency, in which case the application should be supported by full reasons.
- 6) The application for leave should be submitted (in triplicate) sufficiently in advance, **at least a fortnight** before the officer desires to proceed on leave, and the officer should not proceed on leave in anticipation of its sanction in due course unless there is a case of extreme urgency in which even prior permission be obtained on telephone before proceeding on leave.



7) In no case, the judicial officer shall leave the headquarters of duty **without sanction of leave and without obtaining prior permission** for such purpose, except in the case of extreme urgency in which case permission shall be taken on phone followed by an immediate communication in writing.

8) It is **not** a healthy practice to apply for commuted leaves (on medical ground) frequently for one or two days. For such purposes and eventualities, casual leaves should be availed of.

9) Applications for commuted leave on medical grounds should always be supported by requisite **certificate in original** recommending medical rest from the authorized medical attendant as provided in the Leave Rules, followed by the necessary Certificate of Fitness at the time of joining.

10) It is responsibility of the judicial officers to submit joining report (in triplicate) **immediately on return from leave** at the end of the period of leave availed.

11) It is observed that the **application for leave from the Judicial Officers are not received in time**. It is impressed upon all the Judicial Officers that whenever they happened to be on leave without any prior intimation in writing, request in this regard must be submitted in advance in the judicial officers whatsapp group at the earliest and latest by 09:30 AM. Further, in case of short leave, intimation must be given in the officers whatsapp group latest by 09:50 AM so that the relevant leaves can be uploaded on the court website timely. Thereafter, written intimation in this regard shall be given in writing by the concerned staff officers i.e. Reader or Ahlmad (in case, Reader is on leave) at the earliest. The concerned officer shall send his/her leave in writing on the date of joining.


 6/2/2025
(Rajneesh Kumar Gupta)

PRINCIPAL DISTRICT & SESSIONS JUDGE (SE)

No. 1128 - 1132 /Judl./F.43/Cir./SE/Saket/2025 New Delhi, dated 6/2/25

Copy forwarded to:

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

 6/2/2025

PRINCIPAL DISTRICT & SESSIONS JUDGE (SE)

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

CIRCULAR

With reference to office circular no. 301-68 Judl./Circular./F.43/Saket/2024 dated 09.01.2024, all the Judicial Officers are requested that they may direct their Reader/Ahlmad (whenever Reader is on leave) to maintain Leave Record of Presiding Officer and ensure submission of leave of Judicial Officers in time. Henceforth, the leave record of the Ld. Judicial Officer shall be sent in the following format along with their quarterly statement:

Name of Judicial Officer	Quarterly of the year	Dates of Casual Leave	Dates of Short Leave	Date of Sick Leave	Dates of Compensatory Leave	Dates of EL/ML/CL/ Maternity Leave	Whether Leave submitted though Layer /Physical mode or not
	Jan, 25						
	Feb.25						
	Mar.25 & so on						


(Rajneesh Kumar Gupta)

PRINCIPAL DISTRICT & SESSIONS JUDGE (SE)

1038-1128

No. _____/Judl./F.43/Cir./SE/Saket/2025

New Delhi, dated 6/2/25

Copy forwarded to:

1. The Ld. Principal 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)