1691
16/10/18

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

CIRCULAR

It has been noticed that certain employees of this establishment are not complying with the Leave rules and the Office directions issued to them from time to time vide various office circulars. In this regard, all the Officials are hereby directed.

1. That they should avail their Casual Leave during the calendar year in such a manner that need for one or two days Earned Leave may not arise. In future, Earned Leave for less than three days shall be sanctioned only in exceptional cases and not as a matter of routine. Any application for Earned Leave for less than three days shall be viewed adversely.

2. That Earned leave should be applied 15 days in advance and in failure to do so, the earned leave shall not be sanctioned and the leave shall be treated without pay and result in break in service. In case of any emergency or the official falls sick, he/she shall send application for leave through somebody to reach the office either on same day or necessarily on the next day from the commencement of such leave's along with the medical certificate.

3. That all the leave applications must be forwarded in prescribed leave format after filling up all the required fields clearly in the leave format failing which the application shall be rejected.

4. That they should mention the number of casual leave already availed in every Casual Leave application forwarded to this office.

This is issued for strict compliance by all officials.

5538
15-10-18

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

No. 65583-65753 Admn.II/Leave/2018 Dated, Delhi the 15/10/2018

Copy forwarded for information and necessary action to:

1. The District & Sessions Judge, West(THC), East (KKD Courts), North East (KKD Courts), Shahdara (KKD Courts), New Delhi (PHC), North West & North Rohini Courts, South (Saket Courts), South East (Saket Courts) and South West District (Dwarka Courts), Delhi with the request to circulate the directions amongst the officials posted in their respective Districts.
2. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi to circulate the directions of the Officials posted under their control.
3. All the Sr. A.O.(Judicial)/A.O(Judicial), Branch In-charges, Central District, Tis Hazari Courts, Delhi to circulate the directions to the Officials posted under their control.
4. Chairman/Nodal Officer, Web Site Committee, Tis Hazari Courts, Delhi with the direction to upload the circular on official website.
5. Personal Office of the Ld. District & Sessions Judge (HQs), Delhi.
6. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.

(Talwant Singh)
District & Sessions Judge (HQs)

Admn. Br.
OIC

Be Circulated amongst all the staff for strict compliance.
16/10/2018
OIC (Admn.)

Scan. be uploaded on website.
O.I.C Dwarka.

OFFICE OF THE DISTRICT & SESSIONS JUDGE (S-W) DWARKA.

No. 24640-24725 /Admn.I/DWK/2018 Dated: 16.10.18

As directed by the Ld.Officer Incharge (Admn.), copy of circular is forwarded for information and necessary action to :

1. All the Ld.Judicial Officers (SW) with request to bring this circular to the notice of the staff working under their control.
2. All the AO(J)s/Branch Incharges with request to bring this circular to the notice of the staff working under their control.

3 .Ld.District & Sessions Judge's Secretariat (SW).

16/10/18
Branch Incharge (Admn.)
O/o District & Sessions Judge (SW)
Dwarka Courts, New Delhi

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