

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
(SOUTH-WEST), DWARKA COURTS, NEW DELHI**

CIRCULAR

It has been observed that a significant number of officials are frequently taking leaves, leading to disruption in the smooth functioning of the courts and branches. In this context, it is reiterated that leave cannot be claimed as a matter of right. The grant of leave is subject to the exigencies of the office and the availability of adequate staff to perform the duty in place of the official availing leave. There is an acute crunch of staff in this office and proceeding on leave without any justifiable ground by the officials, adversely hamper the work of courts and branches.

In view of the above, following directions are passed:

- I. **Judicious leave planning:** Officials must plan their leaves responsibly, ensuring minimal disruption to office operations. Before sending applications, court staff to ensure that all the columns of leave applications must be properly filled-in. The practice of increase or decrease in leave period must be avoided as it makes the leave sanctioning process unnecessary lengthy and time consuming.
- II. **Prior approval:** Leave requests must be submitted in advance for approval by the Competent Authority, except in unavoidable emergencies.
- III. **Sanctioning of Leave:** The Leave Sanctioning Authority will consider the application for leave and sanction the same, keeping in view the exigencies of the office, the availability of adequate staff and the justifiability of the ground and period of leave.
- IV. **Mandatory Submission of leave applications:** All officials must ensure that leave applications and joining reports (wherever applicable) are submitted immediately upon resuming duty after availing leave, if prior submission of leave application is not possible. Applying and forwarding of casual leave applications on LAYERS must be done without any delay.
- V. **Judicious forwarding of leave applications:** Ld. Judicial Officers and Ld. Officer Incharges are requested to carefully review and forward leave applications, keeping in mind the department's staff crunch and workload distribution. They may give their remarks on the leave application(s). Practice of forwarding leave applications of Reader & Ahlmad or both SPAs/PAs together on the same day must be avoided. Staff also to coordinate with each other while proceeding on leave so that smooth functioning of the court/branch may not get disturbed. Further, all Ld. Judicial Officers to take note that while leaves cannot be taken as a right, it is crucial to consider the employee's genuine needs and circumstances while evaluating leave applications.
- VI. **Cancellation of Leave:** In case of any urgency or exigency, the Leave Sanctioning Authority may cancel the sanctioned leave.
- VII. **Combination of Leave:** Leave of different kinds shall not be combined, except in cases where the official is entitled to combine leave under the relevant rules. Earned Leave cannot be taken due to illness of official and in such cases only Medical Leave should be applied.
- VIII. **Emergency cases:** In cases of medical or unforeseen emergencies, leave may be granted upon submission of appropriate supporting documents.
- IX. **Leave certificate:** Every month a certificate shall be furnished by the Reader (in his absence by the Ahlmad) duly forwarded by the concerned Ld. Judicial Officer in respect of the staff posted in their respective court and by Branch Incharges, duly forwarded by Ld. Officer Incharges in respect of the staff posted in their respective branches mentioning that proper leave applications have been moved on time by the concerned official and have been duly forwarded by them qua the leave availed in that specific month. It must be ensured that leaves availed and reflected in the Attendance

Praveen

Sheet must match to the Attendance Register. The certificate must be submitted in the Admn. Branch on or before 5th day of each calendar month.

X. All types of leaves, such as Casual Leave (CL), Earned Leave (EL), Medical Leave (ML) with duration, if available, etc., should be clearly marked in the attendance sheet using **RED INK**. Any remarks, such as "**Absent**", "**No Intimation**", etc., should also be marked in **RED INK**.

XI. No blank columns: It is mandatory that no column in the attendance sheet/register should be left blank. All columns should be filled-in with the relevant information. Filled-in Attendance Registers must be consigned to Record Room.

XII. Full Signature: All officials will append their full signature in the attendance sheet. Initials are strictly prohibited.

XIII. While moving Earned Leave, Medical Leave, CCL applications etc, official will mention the period of leave already availed during the current year. The same be mentioned at the left bottom side of the application.

XIV. In every case of leave for more than three days when official is not in the office, official will send an intimation through their official email ID or by hardcopy to his concerned Ld. Presiding Officer/Ld. Officer Incharge/at official email ID of the branch mentioning the period and ground of leave, with supporting document (s), if any.

XV. Moving single day earned leave applications again and again on frivolous grounds may be declined and the leave may be treated as '**Extraordinary Leave**'.

XVI. If any official proceeds on leave without seeking prior permission/intimation as stated above, the same shall be considered as '**unauthorized absence from duty**'.

All the court staff are directed to strictly follow the above guidelines. Any deviations or lapses will be viewed seriously and will attract disciplinary action.

Praveen Kumar
(PRAVEEN KUMAR)

Principal District & Sessions Judge (S-W)
Dwarka Courts, New Delhi

Dated: ..17.01.25

No.: 2003-2123 Admn./DWK/P&T/2025

Copy forwarded for information and necessary action to :-

- 1.) The Ld. Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi (*through email*).
- 2.) All the Ld. Judicial Officers, Dwarka District Courts, New Delhi with the request to bring the same in the notice of officials working under their kind control and to ensure compliance.
- 3.) To the DDO/all the Branch In-charges of South-West District with the directions to bring the same to the notice of the officials working under their control and to ensure strict compliance.
- 4.) Reader/Secretariat of Ld. Principal District & Sessions Judge (SW), Dwarka District Courts, New Delhi (*through email*).
- 5.) The Branch In-Charge, Computer Branch, South-West District, New Delhi for uploading on the website of South-West District, Dwarka Courts, New Delhi.
- 6.) The Branch In-Charge, R&I Branch for uploading on LAYERS.

Praveen Kumar
Principal District & Sessions Judge (S-W)
Dwarka Courts, New Delhi