Through e-mail/WhatsApp

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

No. 12012 - 12096 /Judl./DWK/2026 Dated: 28.02.2026

Sub: Direction in respect of availing leaves and timely updation of status thereof on Delhi District Court's website.

As directed by the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts, New Delhi, a copy of letter No. 1480-1492/DHC/Gaz.-IB/G-3/2026 dated 27.02.2026, on the above-mentioned subject, received from the Hon'ble High Court of Dehi, New Delhi, is forwarded herewith for kind information and strict compliance of the directions issued therein, with request to: **(a)** strictly adhere to court timings, **(b)** leave cannot be availed as matter of right and is to be taken strictly in conformity with the applicable Leave Rules, **(c)** all Ld. Female Judicial Officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave to intmate the Hon'ble High Court at least three weeks in advance about the date of their proceeding on long leave (maternity leave/child care leave) and the date of their joining or return from such leave, to enable the registry of the Hon'ble High Court to take appropriate steps for posting another officer in the court falling vacant or posting of the officer on return from such long leave, as the case may be, and **(d)** intimation of leave be sent by all Judicial Officers at least one day in advance. In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office before 10:00 a.m, enabling the uploading of the same forthwith on the website for intimation of all concerned, to:

1. All Ld. Judicial Officers posted at South-West, District, Dwarka Courts.
2. Ms. Neha Priya, Chief Judicial Magistrate (S-W), Dwarka Courts.
3. The In-charge, Computer Branch, Dwarka Courts (*for uploading this Circular on the web page of District Courts, Dwarka and immediate updation of leave intimations of the Ld. Judicial Officers on the website of District Courts, Dwarka, as and when received*).
4. The In-charge, R&I Branch, Dwarka Courts (*for uploading this Circular on LAYERS*).
5. PS to the Ld. Principal District & Sessions Judge (S-W), Dwarka Courts (*for information*).

28/2/26

(Bhavna Kalia)
Link Officer In-charge (Judicial Branch)/
Special Judge (NDPS)-01,
Dwarka Courts, New Delhi.

HIGH COURT OF DELHI

Shershah Road, New Delhi

No. 1480 – 1492 /DHC/Gaz.-IB/G-3/2026 Dated: 27/02/26

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To

1. The Principal District & Sessions Judge (HQ), Tis Hazari Courts Complex, Delhi.
2. The Principal District & Sessions Judge (South), Saket Courts Complex, New Delhi
3. The Principal District & Sessions Judge (South-East), Saket Courts complex, Delhi.
4. The Principal District & Sessions Judge (North-West), Rohini Courts Complex, Delhi.
5. The Principal District & Sessions Judge (East), Karkardooma Courts Complex, Delhi.
6. The Principal District & Sessions Judge (North-East), Karkardooma Courts Complex, Delhi.
7. The Principal District & Sessions Judge (West), Tis Hazari Courts Complex, Delhi.
8. The Principal District & Sessions Judge (North), Rohini Courts Complex, Delhi.
9. The Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), RACC, New Delhi.
10. The Principal District & Sessions Judge (New Delhi), Patiala House Courts Complex, New Delhi.
11. The Principal District & Sessions Judge (Shahdara), Karkardooma Courts Complex, Delhi.
12. The Principal District & Sessions Judge (South-West), Dwarka Courts Complex, New Delhi.
13. The Principal Judge (HQ), Family Courts, Dwarka, New Delhi.

Sub: **Directions in respect availing leaves and timely updation of status thereof on Delhi District Court's website.**

Sir/Madam,

I am directed to refer to this Court's letter nos. 4611-4623/DHC/Gaz./G-3/2021/ dated 04.12.2021, 1129-1141/DHC/Gaz./G-3/2023 dated 15.02.2023, 5238-50/DHC/Gaz./G-3/2023 dated 12.07.2023, respectively, on the above subject, and to request you to impress upon all the Judicial Officers under your respective control to strictly adhere to the directions issued by this Court in the above said letters in respect of availing leaves and to ensure that the status thereof is immediately updated on the Delhi District Courts website for convenience of the Bar and the general public.

Yours Sincerely,

Encl: As above

~~Court~~ / Branch
① Judicial ② Computer Branch
for necessary action

(Vinay Sharma)
Deputy Registrar (Gazette-IB)
for Registrar General

Principal District & Sessions Judge
(SW), Dwarka Courts
Date 28/2/26

HIGH COURT OF DELHI

Shershah Road, New Delhi

Most Immediate

No. 4611-4623 DHC/Gaz./G-3/2021/

Dated: 4-12-2021

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
3. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
5. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
7. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
10. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
11. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
12. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: "Directions regarding Leave and adherence to Court timings".

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that all the Principal District and Sessions Judges are directed to impress upon the judicial officers under their kind control to strictly adhere to Court timings and to apprise them that leave cannot be availed as matter of right and is to be taken strictly in conformity with the applicable Leave Rules.

I am, therefore, directed to request you to kindly take necessary action in the matter, under intimation to this Court.

Yours Sincerely,

(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

010

Reminder

HIGH COURT OF DELHI

Shershah Road, New Delhi

No. 1129 — 1141 /DHC/Gaz./G-3/2023

Dated: 15/02/2023

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To

1. The Principal District & Sessions Judge (Headquarters), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, New Delhi.
3. The Principal District & Sessions Judge, North-West District, Rohini Courts, New Delhi.
4. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
5. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, North District, Rohini Courts, New Delhi.
7. The Principal District & Sessions Judge, South-West District, Dwarka Courts, New Delhi.
8. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
9. The Principal District & Sessions Judge, South-East District, Saket Courts, New Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
12. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarters), Dwarka, New Delhi.

Sub: **Advance intimation of proceeding on long leave or joining on return from long leave by Female Judicial Officers.**

Sir/Madam,

I am directed to refer to this Court's letter No. 3050-3061/DHC/Gaz/P&T/G-3/2013 dated 29.05.2013 (copy enclosed) on the above subject, and to say that it has been noticed that some of the Judicial Officers are not complying with the directions issued in the letter under reference.

It is therefore, once again requested that all female Judicial Officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave to comply with the direction of this Court's contained in the aforesaid letter dated 29.05.2013.

It is further requested to kindly convey the aforesaid directions to the concerned Judicial officers under your respective control, under intimation to this Court.

It is also requested that as and when any Judicial Officer proceeds on long leave, the intimation thereof may be sent to this Court immediately.

Yours Sincerely,

(S.S. Bhatnagar)
Joint Registrar (Gazette-IB)
for Registrar General

No. 3056-3061/DHC/Gaz/P&T/G-3/2013

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge, East, Karkardooma Courts, Delhi.
3. The District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
4. The District & .Sessions Judge, North-West District, Rohini Courts, Delhi.
5. The District & Sessions Judge, South District, Saket Courts, New Delhi.
6. The District & .Sessions Judge, North-East District, Karkardooma Courts, Delhi.
7. The District & .Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
8. The District & .Sessions Judge, North District, Rohini, Delhi.
9. The District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
10. The District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
11. The District & Sessions Judge, South-East District, Saket Courts, New Delhi.
12. The Principal Judge, Family Court, Dwarka Courts, Delhi.

Sub: Advance intimation of proceeding on long leave or joining on return from long leave(maternity leave/child care leave) by Female Judicial Officers.

New Delhi, dated the 29th May, 2013.

Sir/Madam,

I am directed to say that Hon'ble the Chief Justice has been pleased to order that all female judicial officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave may be impressed upon to intimate the High Court at least three weeks in advance about the date of their proceeding on long leave (maternity leave/child care leave) and the date of their joining on return from such long leave, to enable the registry of the High Court to take appropriate steps for posting another officer in the court falling vacant or posting of the officer on return from such long leave, as the case may be.

I am, therefore, to request you to kindly convey the above orders of Hon'ble the Chief Justice to the concerned judicial officers under your control, under intimation to this Court.

Yours faithfully,

(O.P. Narang)
Deputy Registrar (Gaz.)
For Registrar General

HIGH COURT OF DELHI

Shershah Road, New Delhi

Most Immediate

5238—5250

No. DHC/Gaz./G-3/2023

From:

Dated: 12/07/202

The Registrar General,
High Court of Delhi,
New Delhi.

To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
3. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
4. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
5. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
6. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
7. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
8. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
9. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
12. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: "Directions regarding advance updation of leave taken by Judicial Officers on the Website of District Courts".

Sir/Madam,

I am directed to refer to this Court's letter No. 4118-30/DHC/Gaz./G-3/2021 dated 12.11.2021 (copy enclosed) whereby it has been directed that:-

a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.

b) In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of Principal District & Sessions Judge before 10:00 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned.

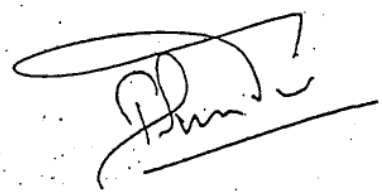
It was further directed to issue directions for maintaining a Register in respective offices containing following fields:-

a) Name of the Judicial Officer
b) Date(s) for which leave is sought
c) Date and time of receiving the leave application in the office
d) Date and time of uploading the intimation on the website

It has come to the notice that above said directions are not being strictly complied with.

I am, therefore, directed to request you to kindly ensure that above said directions be strictly complied.

Yours Sincerely,



Encl: As above

(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

HIGH COURT OF DELHI
Sher Shah Road, New Delhi

Most Immediate

No. 4118-36/DHC/Gaz/G-3/2021/

Dated: 12/11/2021

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To.

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
3. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
5. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
7. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
10. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
11. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
12. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: **"Directions regarding advance updation of leave taken by Judicial Officers on the Website of District Courts".**

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that a fresh circular be issued to the following effect:-

a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.
b) In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of Principal District & Sessions Judge before 10:00 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned.

I am further directed to request you to issue directions for maintaining a Register in your respective offices containing following fields:-

a) Name of the Judicial Officer
b) Date(s) for which leave is sought
c) Date and time of receiving the leave application in the office
d) Date and time of uploading the intimation on the website

I am, therefore, directed to request you to kindly take necessary action in the matter, under intimation to this Court.

Yours Sincerely,

(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

Directions in respect availing leaves and timely updation of status thereof on Delhi District Court's website.

Vinay Sharma < ar-gazette1b.dhc@gov.in >

Fri, 27 Feb 2026 5:14:28 PM +0530

To "pdj-central"<pdj-central@ddc.nic.in>,"pdj-south"<pdj-south@ddc.nic.in>,"pdj-southeast"<pdj-southeast@ddc.nic.in>,"pdj-northwest"<pdj-northwest@ddc.nic.in>,"pdj-east"<pdj-east@ddc.nic.in>,"pdj-northeast"<pdj-northeast@ddc.nic.in>,"Principal District and Sessions Judge West"<pdj-west@ddc.nic.in>,"pdj-north"<pdj-north@ddc.nic.in>,"pdj-racc"<pdj-racc@ddc.nic.in>,"pdj-newdelhi"<pdj-newdelhi@ddc.nic.in>,"pdj-shahdara"<pdj-shahdara@ddc.nic.in>,"pdj-southwest"<pdj-southwest@ddc.nic.in>,"delhifamilycourts"<delhifamilycourts@gmail.com>

Sir/Madam,

Kindly find the attached letter herewith.

Regards,
Deputy Registrar (Gaz. IB),
High Court of Delhi

1 Attachment(s)

Leave Directions.pdf
4.1 MB