1417 GR
15/10/2022

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI.

CIRCULAR

It is impressed upon all the officials posted in Shahdara District to strictly comply the directions contained in Circular no. 65583-65753/Admn.II/Leave/208 dated 15.10.2018 issued by the Headquarters **(Copy enclosed)**.

Further, all the officials of Shahdara District are directed to submit their leave application/s well in advance before availing any kind of leave. In case of an emergency/urgency, officials shall inform the Reader of the court concerned/A.O(J)/Branch-Incharge of the concerned branch who shall intimate in writing to this Office regarding leave of the concerned official. Officials are also directed to submit their leave application on the very same day of joining their duty.

Non-compliance of the above directions shall be viewed seriously.

Shalinder
(SHALINDER KAUR)
Principal District & Sessions Judge,
Shahdara District, Karkardooma Courts, Delhi.

No. 9622-28 **/Admn.(Leave)/Shd./KKD/Delhi/2021** **Dated:** 15/10/22

Copy forwarded for information and necessary action to:-

1. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Judicial Officers posted in Shahdara District, Karkardooma Courts, Delhi, with the request to direct the officials under their kind control to strictly comply the aforesaid directions.
3. The Administrative Officer (Judl.), Administration Branch, Shahdara District, Karkardooma Courts, Delhi.
4. All Sr. A.O. (J)/A.O. (Judl.)/Branch In-charges, Shahdara District, Karkardooma Courts, Delhi, with the request to direct the Officials under their kind control to strictly comply the aforesaid directions.
5. PS to the undersigned.
6. The Website Committee, Tis Hazari/Karkardooma Courts, Delhi.
7. Dealing Assistant, R&I Branch, Shahdara, for uploading on LAYERS.

Shalinder
Principal District & Sessions Judge,
Shahdara District, Karkardooma Courts, Delhi.

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.

(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)