1418 CB
15/10/2021

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

CIRCULAR

It has been noticed that certain officials posted in Shahdara District are availing Short Leave in routine.

Relevant rule in *Appendix-III* of CCS Leave Rules under the heading *"Orders regarding grant of Casual Leave and Special Casual Leave"* and sub-heading *"Half-day's casual leave to be debited for late attendance"* is as under:-

> ***"....While occasional late attendance due to unavoidable reasons, e.g., illness in the family, a cycle puncture, late running of buses/train, etc., may be condoned, there is no justification for frequent late attendance for these reasons. In fact, frequent late attendance even with prior permission is not conducive to the efficient transaction of work. It has accordingly been decided that half a day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance up to an hour, on not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons like those mentioned earlier. In case such a course does not ensure punctual attendance of the Government servant, suitable disciplinary action may be taken against him in addition to debiting half a day's casual leave to his casual leave account on each occasion of such late attendance."***

As per the rules, short leave can be taken only in unavoidable circumstances occasionally and not frequently.

It is impressed upon all the officials posted in Shahdara District to strictly adhere to the leave rule with respect to short leave. Suitable action will be taken in cases of frequent short leave.

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

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

No. 9629-35 **/Admn.(Leave)/Shd./KKD/Delhi/2021** **Dated:** 15/10/21

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.