C-853
11/10/18

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

CIRCULAR

It has been observed by the undersigned that certain officials posted at Shahdara District are not submitting their leave applications in the due course of time and also availing one or two days' Earned Leave frequently.

Hence, it is impressed upon all the officials that they shall avail their Casual Leave during the Calender Year in such a manner that the need for availing 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. Further, the officials should apply Earned Leave, 15 days in advance, except in case of emergency.

It is also impressed upon all the officials that their leave application must reach this Office on the very next day after availing of any kind of leave failing which the official would explain the reason for delay in writing.

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

(S.K. MALHOTRA) 10/10/2018
AD&SJ/Officer In-charge (Leave),
Shahdara District, KKD Courts, Delhi.

No. 6947-6951/Admn.(Leave)/Shd./KKD/Delhi/2018 Dated: 10/10/2018

Copy forwarded for information/necessary action to:

1) The Ld. District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
2) All the Judicial Officers posted in Shahdara District, Karkardooma Courts, Delhi, with a request to convey the same to the Officials under their control.
3) All the Administrative Officers(Judl.)/Branch Incharges, Shahdara District Karkardooma Courts, Delhi, with the direction to convey the same to the Officials under their control.
4) Reader to the Ld. District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
5) Website Committee, Karkardooma Courts, Delhi.

10/10/2018
AD&SJ/Officer In-charge (Leave),
Shahdara District, KKD Courts, Delhi.