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

CIRCULAR

Sub: Directions to Sr.PAs/PAs/Orderlies regarding availing of Short Leave/Leave.

It has been observed by the undersigned that some Sr. Personal Assistants/ Personal Assistants/Orderlies are habitual of availing Short Leave/Leave whenever their Ld. Presiding Officer happens to be on leave which causes great hardship as and when Sr. Personal Assistants/Personal Assistants/Orderlies are required.

Hence, it is impressed upon all Sr. Personal Assistants/Personal Assistants/Orderlies posted in Shahdara District that they shall avail Short Leave/Leave only in case of exigency and not as a matter of right. They are directed to refrain from such practice in future.

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

This issues with the approval of Ld. District & Sessions Judge, Shahdara District.

11/2/2019

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

No. 906-911/Admn.(Leave)/Shd./KKD/Delhi/2019 Dated: 11/02/19

Copy forwarded for information/necessary action to:

1) The Ld. District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
2) Sh. Inder Jeet Singh, Ld. Additional Sessions Judge, authorised to withdraw & depute Sr.PAs/PAs/Peons to meet the day to day requirements.
3) All the Judicial Officers posted in Shahdara District, Karkardooma Courts, Delhi, with the request to convey the same to the concerned Officials under their control.
4) Reader to the Ld. District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
5) Website Committee, Karkardooma Courts, Delhi.
6) For uploading on LAYERS.

11/2/2019

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