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24/5/2023

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT KARKARDOOMACOURTS:DELHI

CIRCULAR

In pursuant to Notification No. 107/I-G-4/Genl.-I/DHC Dated 28.10.2022 issued by the Hon'ble High Court of Delhi, New Delhi and Circular no. 1149/19292-19492/Admn.I,II & III/Sum.Vac./2023 dated 22.05.2023 issude by the Ld. Principal District & Sessions Judge, (HQs) the dates with respect to the Special Casual Leave for the staff members of the Shahdara District, Kakardooma Courts, Delhi is given hereunder :

Special Casual Leave

Batch-1: 12.06.2023 to 19.06.2023 (including 18th June being holiday)

Batch-2: 22.06.2023 to 30.06.2023 (including 25th and 29th June being holidays)

Ld. Presiding Officers/Officer In-Charge are requested to propose the names of Officers/Officials working in Courts/Branches of Shahdara District in the aforesaid batches of Special Casual Leave by 31.05.2023. The option for the batches must be sent to Leave Section in such a way that either Ahlmad/Assistant Ahlmad or Reader and sufficient staff in case of branches shall be present in the court/branches during the period of Special Casusl Leave.

In case of the Ld. Presiding Officer being on Vacation during the period w.e.f. 12.06.2023 to 30.06.2023, the concerned Sr. PA/PA and orderlies shall report for duty in the concerned Administation Branch except on the days of Special Casual Leave.

It is also clarified that rest of the days besides the Special Casual Leave period in the month of June, 2023 shall be normal working days. Further, the credit of Earned Leave in the leave account of the staff members shall be as per rules.

Jain 24/05/23

(Shail Jain)
Principal District & Sessions Judge,
Shahdara District, Karkardooma Courts, Delhi.

No. 4423-4429/Admn.I,II & III/ Sum.Vac./2023Delhi, Dated, Delhi, the 24/5/23

Copy forwarded for information and necessary action to:

1. The Principal District & Sessions Judge (HQs), Tis Hazari, Delhi
2. All the Judicial Officers posted in Shahdara District with the request to direct their concerned Readers to prepare a Roster thereof and forwarded a copy of the same to the Administation Branch, Shahdara District.
3. All the Sr. Administrative (Jud.)/ Administrative Officers (Judl.)/Sr. Accounts Officers/Accounts Officers/Branch In-Charges, Shahdara District to prepare Roster of their concerned Brnaches and send a copy of the same to Administation Brnach, Shahdara District.
4. The Officer In-charge, Administration Branch, Shahdara District, Karkardooma Courts, Delhi.
5. PS to the undersigned.
6. Dealing Assistant, R&I, Shahdara District for uploading the same on LAYERS.
7. Website Committee, Tis Hazari/Karkardooma Courts, Delhi.

Jain 24/05/23

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