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

CIRCULAR

In pursuant to Notification No. 33/I-G-4/Genl.-I/DHC Dated 07.10.2024 issued by the Hon'ble High Court of Delhi, New Delhi and Circular no. 16673-16873/Admn.I,II & III/Sum.Vac./2025 dated 22.05.2025 issued 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: **16.06.2025 to 21.06.2025**

Batch-2: **24.06.2025 to 30.06.2025**

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 31.05.2025. The option for the batches must be sent to Administration Branch in such a way that either Ahlmad/ Assistant Ahlmad or Reader and sufficient staff in case of branches shall be present in the court/branch during the period of Special Casual Leave.

In case of the Ld. Presiding Officer being on Vacation during the period w.e.f. 16.06.2025 to 30.06.2025, the concerned Sr. PA/PA and orderlies shall report for duty in the Administration Branch, Shahdara District 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, 2025 shall be normal working days. Further, the credit of Earned Leave in the leave account of the staff members shall be as per rules.

(SUKHVINDER KAUR)
Principal District & Sessions Judge
Shahdara District, Karkardooma Courts, Delhi

No. 4561-4569/Admn.I,II & III/ Sum.Vac./SHD/KKD/2025, Dated, Delhi, the 26/05/2025

Copy forwarded for information and necessary action to:

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari, Delhi
3. 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 Administration Branch, Shahdara District.
4. All the Sr. Administrative (Jud.)/ Administrative Officers (Judl.)/Sr. Accounts Officers/Accounts Officers/Branch In-Charges, Shahdara District to prepare Roster of their concerned Branches and send a copy of the same to the Administration Branch, Shahdara District.
5. The Officer In-charge, Administration Branch, Shahdara District, Karkardooma Courts, Delhi.
6. The Officer In-charge, Leave Section, Shahdara District, Karkardooma Courts, Delhi.
7. Dealing Assistant, R&I, Shahdara District for uploading the same on LAYERS.
8. Website Committee, Tis Hazari/Karkardooma Courts, Delhi.
9. PS to the undersigned.

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