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11/D/2026

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, DISTRICT NORTH-EAST, KARKARDOOMA COURTS, DELHI

CIRCULAR

It has been observed by the undersigned that some of the Judicial Officers are not complying with the applicable Leave **Rules i.e., Delhi Higher Judicial Service (Leave) Rules, 2010 and Delhi Judicial Service (Leave) Rules, 2011** and the instructions contained in letter No. 450/Gaz./P.F. dated 08/09-01-1986, No. 456/Gaz. P.F. dated 14-05-1999 and No. 5883/Gaz./P.F. dated 01-03-2004 of the Hon'ble High Court of Delhi/(Copy annexed).

It has also been observed that the Judicial Officers posted in North-East District are frequently applying for two days Medical (Commuted)/Earned leave instead of Casual Leave in the early part of the calendar year. **Therefore, it is impressed upon all the Judicial Officers of North-East District not to apply for two days Medical (Commuted)/Earned leave, if they have more than two Casual Leave in their leave account** and they should avail casual leave in such a manner that it is spread over the whole calendar year to meet any unforeseen exigencies. **The application for Earned Leave should be submitted fifteen days in advance unless prevented by exigency completely unanticipated in nature.**

It is further impressed upon that all leaves should be taken under the applicable Leave Rules strictly in the prescribed proforma followed by Joining Report promptly and as per the instructions of the Hon'ble High Court of Delhi, New Delhi as circulated from time to time by this office.

(Sanjay Sharma-I)
Principal District & Sessions Judge,
District North-East, Karkardooma
Courts, Delhi

No. 1335-1341 /PD&SJ/Judl./NE/KKD/Delhi Dated 11 FEB 2026

Copy forwarded for information and necessary action:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District & Sessions Judge(HQ), Tis Hazari Courts, Delhi.
3. All the Judicial Officers of North-East District, Karkardooma Courts, Delhi.
4. The Website Committee, Tis Hazari Courts and Karkardooma Courts, Delhi.
5. P.S. to the undersigned.
6. R & I, North-East Distt. for uploading the same on layers.

Principal District & Sessions Judge,
District North-East, Karkardooma
Courts, Delhi

No. 450 /Gaz./P.F.

From :

The Registrar,
HIGH COURT OF DELHI,
New Delhi.

To :

The District & Sessions Judge,
DELHI.

New Delhi, dated the 8th January, 1986.

Subj:- GRANT OF LEAVE TO JUDICIAL OFFICERS.

Sir,

I am directed to refer to the correspondence resting with this Court's communications noted

1. Order No. 56/Gaz./P.F. Dt. 19.12.83 2. Letter No. 2785/Gaz./PF Dt. 19.2.85.

in the margin on the above subject, and to say that the instructions contained therein are not being complied with strictly. It has been stated therein that [redacted] Leave for less than 3 days should be availed unless there is extreme exigency; In case it becomes absolutely necessary to take earned leave for less than 3 days; the application should be supported by full reasons. The officers were asked they should apply leave sufficiently in advance at least, fortnight and that in case of extreme urgency, permission of the High Court may be obtained on telephone before proceeding on leave. They were also emphasised that the medical leave should be supported by the requisite certificates from the authorised Medical Attendant as provided in leave rules and that [redacted]

[redacted]

It has been found that applications are still being received for grant of earned leave for not only one to three days but also are received in this Court only a day or two before the date of leave applied for and many a times even after the leave had been availed of. It is, therefore, necessary that applications for grant of earned leave should be submitted well in advance and the same should be forwarded to this Court immediately on their receipt, so that orders could be obtained thereon and communicated to the officers applying leave before the date they have to proceed on leave.//

I am, therefore, to request you to impress upon the Judicial Officers once again that the leave cannot be claimed as of a right. They should apply well in advance at least, a fortnight for the grant of earned leave and should not proceed on leave in anticipation of its sanction in due course. They should avail casual leave in such a manner that it is spread over the whole of the calendar year to meet any unforseen exigencies. The earned leave in dribblets for a day or two for immediate

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The urgent-nature of work or brief illness is not advisable. It may also kindly be ensured that the applications for the grant of earned leave be forwarded to this Court well in advance, so that these could be granted to the concerned officer before the date he proceeds on leave and that the applications for the grant of commuted leave be forwarded to this Court after having been ensured that these are accompanied by the requisite medical certificates from an authorised medical Attendant to avoid unnecessary correspondence to get the formalities completed.

Yours faithfully,

REGISTRAR

4456 Gaz./P.F.

From

The Registrar
High Court of Delhi
New Delhi.

To

The District & Sessions Judge
Delhi.

New Delhi, dated the 14 May, 1999.

Sir,

I am directed to refer to this Court's letter No.450/Gaz./P.F. dated 8th Jan., 1986 and its reminder dated 4.3.97 whereby it was impressed that the Judicial Officers should avail casual leave in a manner that it is spread over the whole of calendar year to meet any unforseen exigencies or brief illness or urgent work etc and they should avoid taking regular leave for a day or two in driblets for the purpose. However it has been noticed that these instructions are not being adhered to scrupulously and there have been number of instances in the year 1998 where after exhausting all the 12 days casual leave in the earlier part of the year, officers have been regularly and repeatedly availing earned leave in driblets for a day or two on account of urgent work or brief illness etc in disregard of the aforesaid instructions, which not only dislocates regular Court work but also results in undertaking of avoidable lenghty administrative procedure for the grant of earned leave for such duration(s). A list of the Judicial Officers who availed earned leave in driblet during the year 1998 is enclosed herewith. The Hon'ble the Acting Chief Justice and Hon'ble Judges of this Court have taken a serious view of the matter and have been pleased to direct that these instructions, in future, to complied with strictly and non-compliance thereof would be viewed seriously.

Accordingly, I am directed to request you that the instructions issued vide this Court's letter No.450/Gaz./P.F. dated 8th Jan., 1986 may be circulated again to all the Judicial Officers for strict compliance and they may be informed that non-compliance thereof would be viewed seriously.

Action taken may be intimated to this Court.

Yours faithfully,

REGISTRAR

Encl : As above.

The Registrar(Vigilance),
High Court of Delhi,
New Delhi

The District & Sessions Judge,
Delhi.

New Delhi, dated the 1 March February, 2004.

Sub: Grant of 1 or 2 days' commuted leave to Judicial Officers.

I am directed to say that Hon'ble the Chief Justice and Hon'ble Judges of this Court have observed that the Judicial Officers are availing commuted leave of 1 or 2 days frequently, which is not a healthy practice and should be discouraged. Their Lordships have directed that the Judicial Officers should not avail commuted leave for 1 or 2 days, and instead take casual leave in such cases.

I am accordingly to request you to issue necessary instructions on the above for compliance.

Yours faithfully,

(R.K.AHLUWALIA)
REGISTRAR(Vigilance)