

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : SOUTH DISTRICT**  
**SAKET COURT COMPLEX : NEW DELHI**

**CIRCULAR**

It has come to the notice that leave is being taken by the staff posted in the courts and the branches of South District to club the same with holidays in the calender issued by Hon'ble High Court. This hampers the working of the courts and branches. It is directed that no such leave of any kind should be applied / availed except for urgent and unavoidable circumstances. Application should also not be made for grant of earned leave or any other leave permissible under the rules so as to club the same with vacations such as the coming winter vacation unless there are compelling and justifiable grounds. Attention of the staff is also again drawn to circular no. 1411-1521-AM/D&SJ(South)/LTC/ND/2018 dated 15.01.2018.

No application for sanction of EL for LTC before or after the winter vacation shall be entertained as LTC must be availed during summer or winter breaks.

All judicial officers posted in South District and Officer In-charge(s) at Saket Courts Complex are requested to bring the circular to the notice of the officials under their control for strict compliance.

This issues under the direction and with the approval of Ld. District & Sessions Judge (South).

*enir*  
(RAJESH KUMAR SINGH)  
Officer In-Charge (Admn.I)  
South District, Saket Courts Complex  
New Delhi

No. Admn.I/DJ-(S)/P&T/SD/18/ 26761-26845

Dated, New Delhi the 28/11/18

**Copy forwarded for information and necessary action:-**

1. The Ld. District & Sessions Judge (HQs), Tis Hazari, Delhi.
2. The Ld. District & Sessions Judge (South East), Saket Courts Complex, New Delhi
3. Personal Secretary to Ld. District & Sessions Judge, South District.
4. All the Judicial Officers of Delhi Higher Judicial Services & Delhi Judicial Services of South District posted at Saket Courts Complex, New Delhi
5. The Officer In-charge(s) of all the Branch(s) at Saket Courts Complex, New Delhi.
6. The Drawing and Disbursing Officer (South), saket Courts Complex, New Delhi
- ✓ 7. The Nodal Officer, Website Saket Courts Complex, New Delhi with a request to upload the same on the website, i.e., [www.ecourts.gov.in/south](http://www.ecourts.gov.in/south) & south-east delhi.
8. Senior Administrative Officers (Judl.) / Branch In-charges of all the Branches / Sections / Cell / Units etc. of South District at Saket Courts Complex, New Delhi.
9. Guard File.

*29/11/18*  
Sr. Administrative Officer (Judicial)  
Administration Branch  
South District, Saket Courts Complex  
New Delhi