

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

No. 32374-33124 Admn.I/II/III/Sum.Vac./2019 Dated, Delhi the 20/5/19.

To,

1. All the Officers of Delhi Higher Judicial Service and Delhi Judicial Service (except on deputation) :-

Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Saket Courts, Rouse Avenue Courts Complex, Delhi/ New Delhi.

2. All the Sr. Administrative Officer (J), Administrative Officers (J), A.O., A.A.O., Branch Incharges, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Saket Courts, Rouse Avenue Courts Complex, Delhi/ New Delhi.

Sub: Regarding Summer Vacation, 2019.

Sir / Madam,

I have been directed to inform your goodself that as per past practice, Special Casual Leave as per the following schedule have to be granted to the staff members of the Delhi District Courts Establishment:

Batch- 1: 10.06.2019 to 18.06.2019

Batch- 2: 21.06.2019 to 29.06.2019

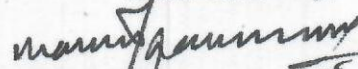
It is requested to propose the names of Officers/ Officials working in your court/ branch in the batches of Sepcial Casual Leave mentioned above by 31.05.2019 to the office of the concerned Ld. District Judge. Rest of the days in the month of June, 2019 shall be normal working days. The option for the batch must be sent 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. The names of the Officers/ Officials posted in the Central District be sent to Administration Branch- I (for Sr. Administrative Officer (J)/ Administrative Officer (J)/ System Analyst/Sr. PA/ PA), Administration Branch- II (For Sr. JA/ JA/ JJA) and Administration Branch- III (for Process Server/ Peon/Orderly).

In case of the Ld. Presiding Officer being on Vacation during the period w.e.f. 10.06.2019 to 29.06.2019 (including two common working days i.e. 19.06.2019 & 20.06.2019), the concerned Sr. PA / PA shall report for duty in the concerned Administration Branch except on the days of Special Casual Leave.

Further, I have been directed to inform you that the credit of Earned Leave in the leave account of the staff shall be as per rules.

This issues with the approval of the Ld. District & Sessions Judge (HQs), Delhi.

Yours faithfully,


(Manish Yaduvanshi)

ADJ/ Officer In-charge (Admn.I)
O/o the Ld. District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi.