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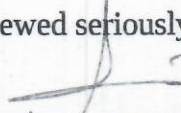
**OFFICE OF THE DISTRICT & SESSIONS JUDGE CUM SPL. JUDGE(PC ACT) CBI,
ROUSE AVENUE COURT COMPLEX, NEW DELHI**

CIRCULAR

It has come to the notice of the undersigned that certain employees are not complying with the directions issued by the Ld. District & Sessions Judge(HQ) vide circular No.65583-65753/Admn.II/Leave/2018 dated 15/10/2018. It is, therefore, impressed upon all the employees posted in the Rouse Avenue Court Complex, New Delhi to strictly adhere to the following guidelines while applying for leave(s):

1. That they should avail their Casual leave during the calender year in such a manner that need for one or two days Earned leave may not arise. In future, Earned Leave for less than three days shall be sanctioned only in exceptional cases and not as a matter of routine. Any application for Earned Leave for less than three days shall be viewed adversely.
2. That Earned leave should be applied 15 days in advance and in failure to do so, the earned leave shall not be sanctioned and the leave shall be treated without pay and result in break in service. In case of emergency or the official falls sick, he/she shall send application for leave through somebody to reach the office either on same day or necessarily on the next day from the commencement of such leave's along with the medical certificate.
3. That all the leave applications must be forwarded in prescribed leave format after filing up the required fields clearly in the leave format failing which the application shall be rejected.

Non-compliance of the above said directions shall be viewed seriously.


(O.P. Saini)

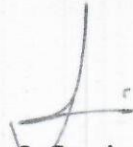
District & Sessions Judge-cum-
Spl. Judge, PC Act(CBI)

Dated 21/05/19

No. 3991-4050/Leave/Admn./RACC/2019

Copy forwarded to :

1. The District & Sessions Judge(HQs) Tis Hazari Court, Delhi.
2. All the Judicial Officers, Rouse Avenue Court Complex, New Delhi with the request to circulate the same amongst the staff working under their control.
3. All the Branch Incharge, Rouse Avenue Court Complex, New Delhi with the directions to circulate the same amongst the staff working under their control.
4. PS to the undersigned. .
5. Computer Branch for uploading the same on the layer.


District & Sessions Judge-cum-
Spl. Judge, PC Act(CBI)