

OFFICE OF THE DISTRICT & SESSIONS JUDGE, WEST DISTRICT, THC, DELHI

CIRCULAR

It has been noticed that the few officials of West District are not complying with the Leave Rules and the office directions. In this regard, it is directed:

1. That they should avail their Casual Leave during the calendar year in such a manner that need for one day or two days Earned Leave may not arise. Earned Leave for the period less than three days shall be sanctioned only in exceptional cases. Any application for Earned Leave for less than three days shall be viewed adversely. In case, it becomes absolutely necessary to take Earned Leave for less than three days, the application should be made with sufficient reasons along-with supporting documents, if any.
2. That Officials who have availed 12 Casual Leave till date, their application for Earned Leave shall not be sanctioned and the leave shall be treated as without pay unless it is applied in exceptional cases. In case of any emergency or sickness, the Intimation for leave should be sent through someone (or by their colleagues) to reach the Office on same day in writing through concerned Court/Branch.
3. That Earned Leave should be applied 15 days in advance and in failure to do so, the Earned Leave may not be sanctioned and the leave shall be treated without pay / EOL.
4. That all the leave application must be forwarded in prescribed leave format giving all the required details clearly, failing which the application shall be rejected.
5. That all kind of Leave applications be sent to the Office of the undersigned .

This is issued for strict compliance by all the officials posted in the West District, THC, Delhi.

(DHARMESH SHARMA)
DISTRICT & SESSIONS JUDGE (WEST),
TIS HAZARI COURTS, DELHI

No. 25584. 25659 /Admn./Cir./leave/2019

Dated, Delhi the 06/9/19

Copy forwarded for information to :-

1. All the Judicial Officers of West District, THC, Delhi with request to direct their staff to comply with the aforesaid directions.
2. The Reader in the court of undersigned.
3. Personal Office of the undersigned.
4. The AAO/Branch In Charges of West District, THC, Delhi with the direction to direct their staff to comply with the aforesaid directions.
- ✓ 5. R&I Branch for uploading on LAYERS.
6. R&I Branch for uploading on Centralized Website through LAYERS.

06/09/2019
DISTRICT & SESSIONS JUDGE (WEST),
TIS HAZARI COURTS, DELHI