

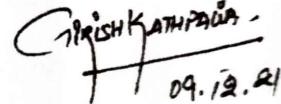
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HEADQUARTERS)**  
TIS HAZARI COURT, DELHI

**CIRCULAR**

Pursuant to Hon'ble High Court's letter No. 4611-4623/DHC/Gaz./G-3/2021 dated 04.12.2021 (copy enclosed), it is once again impressed upon all the Judicial Officers of Delhi Higher Judicial Services and Delhi Judicial Services, Central District, Tis Hazari Court, Delhi to strictly comply with **Delhi Higher Judicial Service (Leave) Rules, 2010** and **Delhi Judicial Service (Leave) Rules, 2011**, available on the Official website of Delhi District Court i.e. <https://delhidistrictcourts.nic.in>.

It is further impressed upon that 'leave cannot be availed as a matter of right' and all leaves should be taken in conformity with the applicable Leave Rules (as stated above) & as per instructions contained in Hon'ble High Court of Delhi letter's **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** circulated time to time by this office.

The Court timings should be strictly adhered to.

  
09.12.21

**(GIRISH KATHPALIA)**  
Principal District & Sessions Judge (HQs)  
Delhi

No.CD/SO/Gaz./2021/ 73991-74094

Dated, Delhi the 09 DEC 2021

Copy forwarded for information and necessary action to:-

1. The Registrar General, High Court of Delhi, New Delhi i.r.t letter No. 4611-4623/DHC/Gaz./G-3/2021 dated 04.12.2021.
2. All the Judicial Officers of DHJS & DJS, Central District, Tis Hazari Court, Delhi including officers on deputation and under training.
3. The Officer In-charge, I.T. Cell, Tis Hazari Court, Delhi to give necessary directions to the concerned to upload letter No. 450/Gaz./P.F. dated 08/09.01.1986, 456/Gaz./P.F. dated 14.05.1999 and 5883/Gaz/P.F dated 01.03.2004 of the Hon'ble High Court of Delhi, New Delhi (Copy enclosed) to make it readily available.
4. The CMM, Central, Tis Hazari Court, Delhi.
5. The SCJ/RC, Central, Tis Hazari Court, Delhi.
6. The P.S. to Principal District & Sessions Judge (HQs), Delhi.
7. The Reader to Principal District & Sessions Judge (HQs), Delhi.
8. The Website Committee, English/Hindi, Tis Hazari Court, Delhi for uploading on website of Delhi District Court and LAYERS.

  
Principal District & Sessions Judge (HQs)  
Delhi

HIGH COURT OF DELHI

Shershah Road, New Delhi

Most Immediate

12/21

4611-4623

No. DHC/Gaz./G-3/2021/

1269/

Dated: 4-12-2021

From:

The Registrar General,  
High Court of Delhi,  
New Delhi.



To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
3. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
5. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
7. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
10. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
11. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
12. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

**Sub: "Directions regarding Leave and adherence to Court timings".**

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that all the Principal District and Sessions Judges are directed to impress upon the judicial officers under their kind control to strictly adhere to Court timings and to apprise them that leave cannot be availed as matter of right and is to be taken strictly in conformity with the applicable Leave Rules.

I am, therefore, directed to request you to kindly take necessary action in the matter, under intimation to this Court.

*o/c. JUDGE*

*P. 1785 (J/1000)  
06/12/21*

Yours Sincerely,

(Surender Pal)

Deputy Registrar (Gazette-IB)  
for Registrar General.

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.

Sub:- GRANT OF LEAVE TO JUDICIAL OFFICER.

Sir,

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

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|--|--------|
| 1. Order No. 56/Gaz./P.F. Dt. 19.12.83 | in the |
| 2. Letter No. 2785/Gaz./PF Dt. 19.2.85 | 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 no earned leave for less than 3 days should be applied 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 <sup>that</sup> 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 they should not

*Handwritten notes:*  
13/1/86  
S. J. D. 1

exhaust the casual leave in the first few months so that it could be availed for casual ~~for exigencies~~ and urgent nature of work throughout the year.

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. 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 unforeseen exigencies. The earned leave in dribblots for a day or two for immediate

-: 3 :-

and 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 <sup>that</sup> these could be granted to the concerned officer before the date <sup>he</sup> ~~they~~ proceed 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,

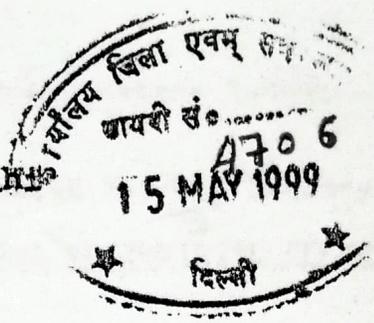
*Wahar Meh*

R E G I S T - R A R

No. 456 /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 unforeseen 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 early 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 lengthy 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 Actin Chief Justice and Hon'ble Judges of this Court have taken a seri view of the matter and have been pleased to direct that these instructions, in future, be 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.

*Surabh*  
11/4/99  
17/5/99

*CAO*  
*Respectable*  
*the Hon'ble*  
*among all*  
*the Judicial*  
*Officers and*  
*be to strictly*  
*comply with*  
*instructions*  
*15/5/99*

1-25-0  
**MOST IMMEDIATE.**  
**OUT AT ONCE.**

No. 5883 /Gaz./P.F.

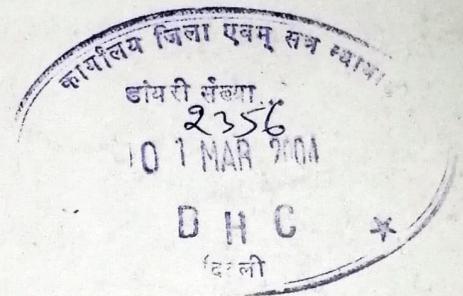
From:

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

To

The District & Sessions Judge,  
Delhi.

New Delhi, dated the



March  
February, 2004.

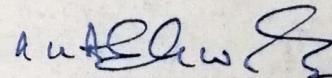
Sub: Grant of 1 or 2 days' commuted leave to Judicial Officers.

Sir,

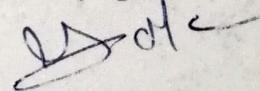
I am directed to say that Hon'ble the Chief Justice and Hon'ble Judges of this Court have observed that the Judicial Officers are availing commuted leave for 1 or 2 days frequently, which is not a healthy practice and should be discouraged. Their Lordships have directed that the Judicial Officers should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

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

Yours faithfully,



(R.K.AHLUWALIA)  
REGISTRAR(Vigilance)



481(1)  
1/3/04