

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)

TIS HAZARI COURT, DELHI

C I R C U L A R

Pursuant to Hon'ble High Court's letter No. 5238-5250/DHC/Gaz./G-3/2023 dated 12.07.2023 (copy enclosed) and the circulars issued time to time from this office, it is again impressed upon all the Judicial Officers of Delhi Higher Judicial Service and Delhi Judicial Service, Central District, Tis Hazari Court, Delhi to send their intimation of leave **at least one day in advance** to this office so that the same may be uploaded on Delhi District Court website immediately. To avoid any unnecessary delay, the leave intimation should be routed through Website, **Room No.234-B**, Tis Hazari Court, Delhi for noting and its uploading on website timely.

In case of any hardship or unforeseen exigency, where leave is required to be applied at the last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means or on Whats App group of Officers Central District so that the same is received **before 10.00 a.m.**, enabling the uploading of the same forthwith on the Delhi District Court website for intimation to all concerned Litigants and Lawyers.

The Website, **Room No. 234-B**, Tis Hazari Court, Delhi is directed to note and upload the intimations of leave of Judicial Officers of Central District, Tis Hazari Court, Delhi received to them either through hard copy or any electronic means on the Official website of Delhi District Court immediately and maintain a register as desired by the Hon'ble High Court of Delhi, New Delhi in the letter dated 12.07.2023.

However, sanctioning of leave to all the Judicial Officers of Central District and their leave record shall be maintained by the Judicial Branch, Central, District, Tis Hazari Court, Delhi.


(Narottam Kaushal)
Principal District & Sessions Judge (HQs)
Delhi

No. 26623 - 26843 /CD/SO/Gaz./2023

Dated, Delhi the 20 JUL 2023

Copy forwarded for information to:-

1. The Registrar General, High Court of Delhi, New Delhi i.r.t letter No.5238-5250/DHC/Gaz./G-3/2023 dated 12.07.2023.
2. All the Judicial Officers of Delhi Higher Judicial Service and Delhi Judicial Service, Central District, Tis Hazari Court, Delhi.
3. The Officer In-charge, I.T. Cell/Website, Tis Hazari Court, Delhi to give necessary directions to the concerned to note and upload the leave intimation of Judicial Officer, received through electronic means or in hardcopy on the Website of Delhi District Court immediately and to maintain a register in this regard.
4. The Officer In-charge, Computer Branch, Central, Tis Hazari Court, Delhi.
5. The CMM, Central, Tis Hazari Court, Delhi.
6. The SCJ/RC, Central, Tis Hazari Court, Delhi.
7. The P.S. to Principal District & Sessions Judge (HQs), Tis Hazari Court, Delhi.
8. The P.S. to Principal District & Sessions Judge, West, Tis Hazari Court, Delhi.
9. The Reader/Ahmad to all the Officers of DHJS and DJS Central District, Tis Hazari Court, Delhi **to get the intimation of leave of their Presiding Officers noted in Room No. 234-B**, before submitting it to R & I Branch, Central, Tis Hazari Court, Delhi.
10. The Website Committee, English/Hindi, Tis Hazari Court, Delhi for uploading on Website and LAYERS.


Principal District & Sessions Judge (HQs)
Delhi