

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs.)

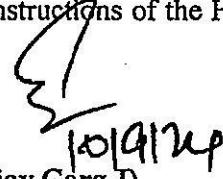
TIS HAZAR COURT: DELHI

C I R C U L A R

It has been brought to the notice of the undersigned that some of the Judicial Officers are not complying with the applicable Leave Rules i.e. Delhi Higher Judicial Service (Leave) Rules, 2010 and Delhi Judicial Service (Leave) Rules, 2011, and the instructions contained in letter 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 of the Hon'ble High Court of Delhi/ (copy annexed)

It has also been observed that the Officers of Delhi Higher Judicial Service and Delhi Judicial Service posted in Central District are frequently applying for two days Medical (Commuted)/ Earned leave instead of casual leave in the early part of the calendar year, 2024. **Therefore, it is impressed upon all the Judicial Officers of Central District not to apply for two days Medical (Commuted)/ Earned leave if they have more than two casual leave in their leave account and they should avail casual leave in such a manner that it is spread over the whole calendar year to meet any unforeseen exigencies. The application for Earned Leave should be submitted fifteen days in advance unless prevented by exigency completely unanticipated.**

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 and the instructions of the Hon'ble High Court of Delhi, New Delhi as circulated time to time by this office.



(Sanjay Garg-I)
Principal District & Sessions Judge (HQs.)
Delhi.

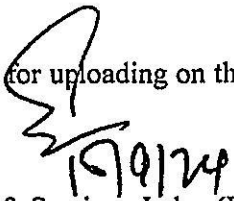
10/9/24
11 SEP 2024

No. 51057 - 51217 /CD/SO/GAZ./2024

Dated, Delhi the _____

Copy forwarded for information and necessary action:-

1. All the Judicial Officers of DHJS & DJS, Central District, Tis Hazari Courts, Delhi including officers on deputation and diverted capacity.
2. The Director (Academics)/Chairperson Delhi Judicial Academy, Dwarka, New Delhi to circulate the same amongst newly appointed Judicial Officers (under training).
3. The CJM, Central Tis Hazari Court, Delhi.
4. The SCJ/RC, Central, Tis Hazari Courts, Delhi.
5. The P.S. to the undersigned.
6. The Reader to the undersigned.
7. The Website Committee, English/ Hindi, Tis Hazari Court, Delhi for uploading on the website of Delhi District court and Layers.



Principal District & Sessions Judge (HQs.)
Delhi.

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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 OFFICERS.

Sir,

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

- | | |
|--|--------|
| 1. Order No. 56/Gaz./P.F. Dt. 19.12.85 | margin |
| 2. Letter No. 2785/Gaz./PF Dt. 19.2.85 | |

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 ^{that} 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 asked to get the medical leave should be supported by the certificates from the authorized Medical Attendant as provided in leave rules and that they should not~~

(2)

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exhaust the usual leave in the first few months so that it could be availed for casual for exigencies ~~and~~ 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~~ in this Court only a day ~~or two~~ the date ~~is~~ applied for and many ~~are~~ ~~not~~ ~~available~~. 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 dribbles for a day or two for immediate

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and urgent-nature of work or ~~business~~ ~~of the~~
 advisable. It may also kindly be ~~assured~~ ~~that~~ the
 applications for the grant of earned leave be forwarded
 to this Court well in advance, so ~~that~~ ~~these~~ ~~could~~ ~~be~~ ~~granted~~
 to the concerned officer before the date ~~of~~ ~~proceeding~~ ~~on~~
 leave and that the applications for the grant of ~~earned~~
 leave be forwarded to this Court after having been
 ensured that these are accompanied by ~~the~~ ~~required~~
 medical certificates from an ~~authorized~~ ~~Medical~~ ~~Attendant~~
 to avoid unnecessary correspondence to get the formalities
 completed.

Yours faithfully,

Waher Khan

R. E. S. S. R. S. R.

SECRETARY

No. 456. /Gaz/P.F.

From

The Registrar
High Court of Delhi
New Delhi.

15 MAY 1999
15 MAY 1999

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 driplets 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 driplets 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 driplet during the year 1998 is enclosed herewith. The Hon'ble the Acting Chief Justice and Hon'ble Judges of this Court have taken a serious 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-~~to be~~ continued to this court.

Yours faithfully

REGISTRAR

Encl : 2B above.
15/5/99

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MOST IMMEDIATE
OUT AT ONCE.

No. 5883 /Gaz/P.B.

From:

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

हायकोर्ट ऑफ़ दिल्ली
द्वारा भेजा गया
2356
01 MAR 2004
GHC
(दो को)

To:

The District & Sessions Judge,
Delhi.

New Delhi, dated this

March / February, 2004.

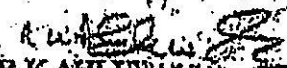
Sub: Grant of 1 or 2 days' commuted leave to Judicial Officers.

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)