

MOST URGENT

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs),
TIS HAZARI COURTS, DELHI**

CIRCULAR

As requested by the Drawing & Disbursing Officer, Central District, Tis Hazari Courts, Delhi regarding submission of details of all official(s) posted in Central District, Tis Hazari Courts, Delhi / diverted capacity who were on Earned Leave/Medical Leave/ Maternity Leave /Paternity Leave / Extra-Ordinary Leave/Absent etc. on or before first working day of January 2026, for the purpose of release of annual increment, **all the Readers and Branch Incharges of Central District, Tis Hazari Courts, Delhi are hereby directed to submit the details of such official(s) who were on leave/long leave on first working day of January 2026 along with period of leave & nature of leave and their consequent Joining Report, duly forwarded by their Ld. Presiding Officer / Ld. Officer In-Charge.**

All the Readers and Branch Incharges are directed to submit requisite report on urgent basis by today itself at Leave Seat/ Administration Branch-I for Sr. P.A. & P.A., Administration Branch-II for A.O.(Judl.)/SJA /JA / JJA / System Analyst/ Data Entry Operator etc. & Administration Branch-III for Group-B & C, Central District, THC, Delhi.


(SHIVALI SHARMA)
Leave Sanctioning Authority (for staff),
Central District, Tis Hazari Courts, Delhi.

3264-3464

Ref. No.Leave Seat/Admn.I/II/III/Central District/2026


Dated 11 JAN 2026

Copy forwarded for information and necessary action to :-

1. The Drawing & Disbursing Officer, Accounts Branch, Central District, Tis Hazari Court Delhi.
2. A.O. (Judl.), Central District, Tis Hazari Courts, Delhi.
3. All the Readers posted in Central District, Tis Hazari Courts, Delhi.
4. All the Branch Incharges of Central District, Tis Hazari Courts, Delhi.
5. PS to Ld. Principal District & Sessions Judge (HQ), Central District, Delhi
6. PS to Ld. Principal District Judge, Family Courts, HQ, Dwarka, Delhi.
7. DSLSA, Rouse Avenue District Court Complex, Delhi.
8. R & I (Central), THC for uploading on Layers.
9. Web Site Committee, Computer Branch, Central District, Tis Hazari Courts, Delhi.


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