

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)**  
TIS HAZARI COURT : DELHI

**CIRCULAR**

It has been observed that, despite repeated circulars and instructions issued by this office from time to time regarding the proper availing of leave and strict adherence to court timings, the prescribed directions are not being complied with in letter and spirit.

The matter has been viewed seriously by the Hon'ble High Court of Delhi, New Delhi. Vide letter No. 3367-3379/DHC/Gaz.-1B/G-3/2026 dated 30.05.2026 and this office has been directed to ensure strict compliance with the aforesaid instructions and to take all necessary measures in this regard.

In view thereof, 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 the following** :

1. To adhere to the Court timings.
2. As per the extant provisions of the Delhi Higher Judicial Service (Leave) Rules, 2010 and Delhi Judicial Service (Leave) Rules, 2011 (available on the website of Delhi District Court i.e. <https://delhidistrictcourts.nic.in> under the head Important Links), leave cannot be claimed as of right thus, it is also directed to follow the instructions contained in 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, circulated several times for compliance strictly and not to apply for two days Medical (Commuted)/Earned leave, if more than two casual leave is available in the leave account.
3. The casual leave should be availed in such a manner that it is spread over the whole calendar year to meet any unforeseen exigencies.
4. The application for Earned Leave on prescribed proforma should be submitted fifteen days in advance unless prevented by exigency completely unanticipated.
5. The leave intimation must be sent to Room No. 234, Website, Tis Hazari Court, Delhi at least one day in advance to get it noted and uploaded on the Website. In case of any hardship or unforeseen exigency, when any leave is required to be applied at the last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received before 09:45 a.m. positively to enable the uploading of the same forthwith on the website of Delhi District Court for intimation of all concerned. The leave applications/intimations of the Ld.JMFC's must be routed through the Office of Chief Judicial Magistrate and the leave applications/intimations of the Ld.Civil Judges must be routed through Sr. Civil Judge.
6. All female Judicial Officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave may intimate this office at least three weeks in advance about the date of their proceeding on long leave (maternity leave/child care leave) and the date of their joining on return from such long leave for onward transmission to the Hon'ble High Court of Delhi, New Delhi to take appropriate steps for posting another officer in the court falling vacant or posting of the officer on return from such long leave, as the case may be.



(ANJU BAJAJ CHANDNA)  
Principal District & Sessions Judge (HQs)  
Tis Hazari Court, Delhi

05 JUN 2026

Dated, Delhi the \_\_\_\_\_

36220-350  
No. \_\_\_\_\_/CD/SO/Gaz./2026

Copy forwarded for information and necessary action to :-

1. The Registrar General, High Court of Delhi, New Delhi i.r.t letter No. 3367-3379/DHC/Gaz.1-B/G-3/2026 dated 30.05.2026 for information.
2. All the Judicial Officers of DHJS & DJS, Central District, Tis Hazari Court, Delhi (including Judicial officers on deputation and training at DJA).
3. The Officer In-Charge, I.T. Cell, Tis Hazari Court, Delhi to give necessary directions to the concerned to update the leave intimation of Judicial Officer on the Website of Delhi District Court either received on Whats App group of Judicial Officers of 'Central District' or through email immediately and to maintain a register in this regard.
4. The Officer In-Charge, Computer Branch, Central, Tis Hazari Court, Delhi.
5. The CJM, Central District, Tis Hazari Court, Delhi.
6. The SCJ/RC, Central District, Tis Hazari Court, Delhi.
7. The Website Committee, Tis Hazari Court, Delhi to note and upload the intimations of leave of Judicial Officers of Central District, Tis Hazari Court, Delhi received through hard copy or any electronic means on the website of Delhi District Court immediately.
8. The P.S. to the undersigned.
9. The Reader to the undersigned.
10. The Website Committee, English/Hindi, Tis Hazari Court, Delhi for uploading on website and LAYERS.



Principal District & Sessions Judge (HQs)  
Tis Hazari Court, Delhi