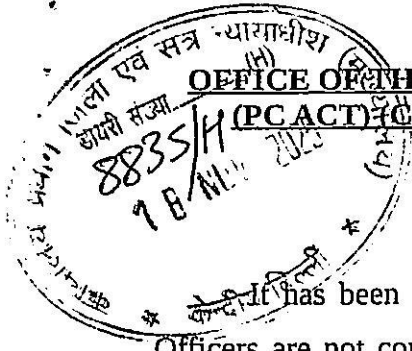




**OFFICE OF THE DISTRICT & SESSIONS JUDGE-CUM-SPECIAL JUDGE
(PC ACT) (CBI) ROUSE AVENUE DISTRICT COURTS, NEW DELHI.**

CIRCULAR

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 08/9/01.1986, 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, New Delhi (copies annexed).

It has also been observed that the Judicial Officers posted in Rouse Avenue District Courts Complex are frequently applying for one or two days Medical (Commuted)/ Earned leave instead of casual leave. Therefore, it is impressed upon all the Judicial Officers of Rouse Avenue District Court Complex not to apply for one or two days Medical (Commuted)/Earned leave, if they have more than two casual leave in their leave account. 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.

(Dinesh Bhatt)

Principal District & Sessions Judge-
cum-Special Judge (PC Act) (CBI),
Rouse Avenue District Court,
New Delhi.

No.Leave/RACC/Gaz./2025/ 21832/C-21889/C

Dated : 15/11/2025

At. 4:50 PM

Copy forwarded for information and necessary action to:-

1. The Registrar General, High Court of Delhi, New Delhi.
2. All the Judicial Officers, Rouse Avenue Court Complex, New Delhi along with copies of letters No.450/Gaz./P.F. dated 08/9/01.1986, 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.
3. The Website Committee, Tis Hazari Courts, Delhi.
4. The P.S. to undersigned.
5. In-charge, R & I Branch, RACC, New Delhi for uploading the same on the LAYERS.

(Dinesh Bhatt)
Principal District & Sessions Judge-
cum-Special Judge (PC Act) (CBI),
Rouse Avenue District Court,
New Delhi.

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

- | |
|--|
| 1. Order No. 56/Gaz./P.F. Dt. 19.12.83 |
| 2. Letter No. 2785/Gaz./PF Dt. 19.2.85 |

in the
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 ^{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 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

exhaust the casual leave in the first few months so that it could be availed for casual ~~for exigencies~~ 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 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 dribs and drabs for a day or two for instance.

.....

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 ^{that} these could be granted to the concerned officer before the date ^{he} ~~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,

W. S. R. K.

R E G I S T R A R

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.

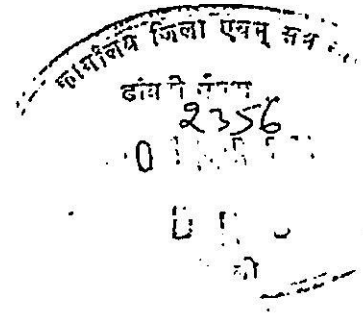
I am directed to say that Hon'ble the Chief Justice and Hon'ble Judges of this Court have observed that the Judicial Officers are availing commuted leave for 1 or 2 days frequently, which is not a healthy practice and should be discouraged. Their Lordships have directed that the Judicial Officers should 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
(R.K.AHLUWALIA)
REGISTRAR(Vigilance)

27/2/04



FROM

The Registrar
High Court of Delhi
New Delhi.

15 MAY 1999
4706
विन्नी

To

The District & Sessions Judge
Dudh.

New Delhi, dated the 14 Mayth 1999.

515.

I am directed to refer to this Court's letter No.450/ Gaz./P.T. 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 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.R. 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,

A E G I S T R E

[Faint handwritten notes:]

2/ Encl : As above.

15/10/20