



OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs), DELHI

OFFICE ORDER

In supersession of earlier order No.Admn.II/P&T/2019/12800-850 dated 07.02.2019, Leave Seat (Central) in respect of subordinate staff of this establishment, is hereby reverted to the respective Administration Branch, which shall be under the control of Administrative Officer (Judl.). Administration. Consequently, the following officials, along with their relevant records, are directed to report to the Administration Branch as mentioned against their names:

Sl. No.	Name & EC	Branch
1.	Anand Kumar, JA EC: 91235023	Administration Branch-I (HQs). Tis Hazari Courts, Delhi
2.	Lohit Pandey, JJA EC: 62462136	Administration Branch-II (HQs). Tis Hazari Courts, Delhi
3.	Kamla Thuwal, JA EC: 42465752	Administration Branch-III (HQs). Tis Hazari Courts, Delhi
4.	Guru Prasad, JA EC: 59833930	Administration Branch-III (HQs). Tis Hazari Courts, Delhi

Note:

- (i) R&I Branch, Central, THC shall dispatch all the applications for Earned Leave, Maternity Leave, Child Care Leave or any other type of leave wherein the leave report is required, directly to the Accounts Branch, Central, THC, for reporting purpose.
- (ii) Thereafter, Dealing Assistant concerned, Accounts Branch, Central, THC shall forward all such Leave Applications, after reporting (*as soon as possible, but not later than one week*) to the Administration Branch concerned, for consideration by Leave Sanctioning Authority, as per rules.
- (iii) As per past practice, leave applications shall be routed through A.O. (J), Administration Branch concerned.

(Sanjay Garg-I)

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

No F.97(30-II)/P&T/Admn.II(HQs)/2025 8401-8471 Dated, Delhi the 04 FEB 2025

Copy forwarded for information and necessary action:

1. Ld. Officer-in-charge concerned.
2. Ld. Leave Sanctioning Authority (Employees), Central, THC, Delhi.
3. Personal office of Ld. Principal District & Sessions Judge (HQs), THC, Delhi.
4. The Sr. Accounts Officer / D.D.O. (HQs), THC, Delhi
5. The Branch-in-charge, R&I Branch (Central), THC, Delhi.
6. For Uploading on LAYERS.
7. For uploading on official website under the tab 'Employees Corner'.
8. The officials concerned.
9. The Dealing Asst., Personal File, Admn.II / ACR Cell (HQs)

(Sunil Kumar Sharma)

Officer-in-charge, Admn.- II(HQs)
Chairman, IT & Digitization (DDC)
Tis Hazari Courts, Delhi.