



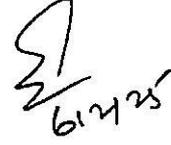
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI
CIRCULAR

Sub: Directions with respect to Leave Intimation for AO(J)/ Branch-in-charge / Sr. Accounts Officer / Accounts Officer of Central District.

In order to ensure effective communication and efficient workflow within Central District, the Branch-in-charge of all the Branches are directed to inform their respective Officer-in-Charge *as well as* Administrative Officer (Judicial) *prior* to taking any kind of leave, regardless of its duration including the short leave well in advance.

Similarly, apart from the Officer-in-charge concerned, the Admn. Officer (Judl.) / Sr. Accounts Officer / Accounts Officer are directed to report their leave status to the personal office of the undersigned as well.

Note: Leave intimation should clearly state the type of leave, duration of leave and the reason thereof.


6/2/25

(Sanjay Garg-I)
Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

No. 7106-7231 /Misc./Admn.II(HQs)/2025

Dated, Delhi the 06.02.2025

Copy forwarded for information and necessary action:

06 FEB 2025

1. The Officers-in-Charge, All Branches, Central, Tis Hazari Courts, Delhi
2. The A.O.(J)/Branch-in-Charge, all Branches, Central, Tis Hazari Courts, Delhi for necessary compliance.
3. Sr. Accounts Officer, Accounts Branch, Central, THC
4. Personal office of the undersigned.
5. For uploading on LAYERS.
6. For uploading on website


6/2/25

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