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OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

9932-10072
No. _____/CD/S.O./Gaz./2012 Dated, Delhi the 10/2/12

To

1. All the Judicial Officers,
Central District,
Tis Hazari Court, Delhi
2. Officers on deputation and under training.

Sub: Grant of 1 or 2 days Commuted/Medical and Earned Leave.

Sir/Madam,

I am forwarding herewith a copy of letter No. 456/Gaz/P.F. dated 14.05.1999, 450/Gaz./P.F. dated 8/9.01.1986 and 5883/Gaz/P.F. dated 01.03.2004 received from the Hon'ble High Court of Delhi, New Delhi regarding grant of 1 or 2 days' Commuted/Medical and Earned Leave and to say that the instructions contained in the aforesaid letters may be complied with strictly. The Judicial Officers shall not apply for 1 or 2 days' Commuted/Earned Leave if they have more than 02 days' Casual Leave in their leave account.

10/2/12
(SUNITA GUPTA)
District & Sessions Judge
Delhi
10/2

471 / 10073-10076
No. _____/CD/S.O./Gaz./2012

Dated, Delhi the 10/2/12

- Copy forwarded for information to:-
1. The Registrar (Vigilance), High Court of Delhi, New Delhi.
 2. The P.S. to Lt. District & Sessions Judge, Tis Hazari Court, Delhi.
 3. The Sr. Accounts Officer, Accounts Branch Central, Tis Hazari Court, Delhi.
 4. The Website Committee, Tis Hazari Court, Delhi.

10/2/12
District & Sessions Judge
Delhi
10/2

No. 456 /Gaz/P.F.

3/4

From:

The Registrar
High Court of Delhi
New Delhi.



To

The District & Sessions Judge
Delhi.

New Delhi, dated the 14 May¹⁹⁹⁹.

Sir,

I am directed to refer to this Court's letter No.456/
Gaz./P.F. 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 scrupul-
ously 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.

Sumit
144/3
7/5/98

Accordingly, I am directed to request you that the
instructions issued vide this Court's letter No.450/Gaz./P.F.
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

REGISTRAR

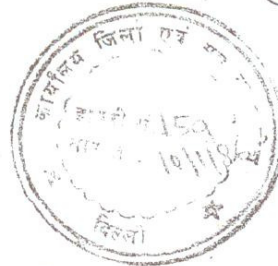
Encl : As above.

CAC
Reference
in letter
among all
the Judicial
officers and
to strictly
comply
infinites
15/5/98

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	in the
2. Letter No. 2785/Gaz./PF Dt. 19.2.85	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

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Handwritten notes:
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exhaust the casual leave in the first few months so that it could be availed for casual ~~for exigencies~~ and urgent 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 its 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 dribblets for a day or two for immediate

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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 ~~they~~^{he} 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,

Wahid Akh

REGISTRAR

MOST IMMEDIATE.
OUT AT ONCE.

No. 5883 /Gaz./P.F.

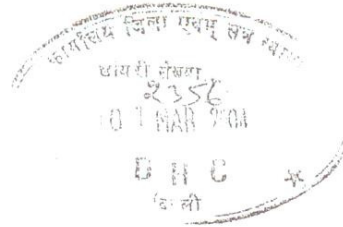
From:

The Registrar(Vigilance),
High Court of Delhi,
New Delhi.

To

The District & Sessions Judge,
Delhi.

New Delhi, dated the



March
February, 2004.

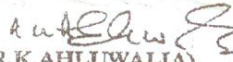
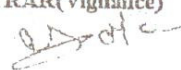
Sub: Grant of 1 or 2 days' commuted leave to Judicial Officers.

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.AHLUWALLA)
REGISTRAR(Vigilance)


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