

**OFFICE OF THE DISTRICT JUDGE & A.S.J, I/C, NORTH: DELHI.**

**CIRCULAR**

It has been noticed that certain Officials of this establishment are not complying with the Leave Rules and Office directions while availing their Casual Leaves/E.L's. Some of the officials posted in North District, THC, Delhi are availing C.L's in a casual manner, thereafter it often happens that after completion of 12 C.L , they apply for E.L in lieu of C.L on the ground that they have no C.L in their account.

- (i) It is advised that officials should plan their C.L's in a phased manner for meeting out exigencies for which they are meant and to avoid any future inconvenience.
- (ii) In this regard it is made clear to all the concerned officials existing in the North District, THC, Delhi, to make sure that in compliance of circular No.5504-34/N, Dated.26.4.2011, the E.L's must be applied within the stipulated time i.e at least 15 days in advance with a valid ground and such application of E.L's must be annexed with the appropriate documents supporting their ground
- (iii) It is further made clear that the violation of the CCS rules/Leave rules shall be viewed seriously and the same shall be strictly complied or failing which such application of E.L shall be declined and appropriate action will be taken as per rules.

(DINESH BHATT)

OFFICER IN-CHARGE/LEAVE(N)  
P.O MACT (N), THC, DELHI.

NO. 1731-77 / Leave/North/2012

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

Copy forwarded to :

1. P.S. to : The Ld. District Judge & Addl. Sessions Judge I/C North (THC), Delhi
2. All the Judicial Officers existing in North District, Tis Hazari Courts, Delhi with request to communicate the directions to the Officials posted under their control.
3. All the A.O.s/ Superintendents/ Branch In- Charges, North District, Tis Hazari courts, Delhi to circulate the directions to the Officials posted under their control,
4. PRO / APRO, North District, Tis Hazari Courts, Delhi.
5. Website committee, Tis Hazari courts, Delhi.

OFFICER -IN-CHARGE(LEAVE)  
P.O MACT(NORTH), THC, DELHI.