

OFFICE OF THE DISTRICT & SESSIONS JUDGE : NORTH-WEST DISTRICT :  
ROHINI COURT : DELHI

**C I R C U L A R**

**Subject : Guidelines regarding late attendance**

It has been noticed that some of the officials come to the office late and they do not submit the application for condonation in this regard, and have made a practice not to submit the application in this regard on the very same day. This causes obstruction in maintenance of leave records besides affecting administrative efficiency. There is no leave named "short leave". As per CCS (Leave) Rules, the word 'Late Attendance' is enumerated in the Rules, which reads as under:-


**"Late Attendance" : Half-a-day's casual leave should be debited to the casual leave account of a Govt. servant for each late attendance but late attendance upto an hour, on not more than two occasions in a month, may be condoned if this is due to unavoidable reasons. Suitable disciplinary action may be taken against the Govt. servant concerned in addition to debiting half-a-day's casual leave if he is persistently / habitually attending late"**

Henceforth, it is directed that whenever any such occasion of attending the office late arises due to unavoidable reasons, the concerned official will have to move application for late attendance Leave / Condonation.

Further, the officials of North-West District are directed to adhere the following guidelines:-

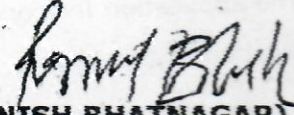
1. The late attendance condonation be not availed on the regular basis as a matter of right.
2. The attendance marked upto 11:00 A.M. will be treated as late attendance and may be condoned by the Leave Sanctioning Authority, not more than two occasions in a month, if this is due to unavoidable reasons.
3. The application for condonation of late attendance should reach in the office (Administration Branch) on the very same day, within the working hours of the office, preferably by 03:00 P.M.
4. That in case, the late attendance condonation application is not received in the aforementioned time, half day casual leave shall be deducted from the leave account of the official concerned.

Suitable disciplinary action may be taken, if an official is persistently / habitually attending late in terms of the CCS (Leave) Rules.

  
(RAJNISH BHATNAGAR)  
District & Sessions Judge (North-West)  
Rohini Courts, Delhi



2. The Secretary, DLSA (North-West), Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
3. Sr. A.O. (J)/A.O. (J) / Branch Incharges (North- West), Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
4. Ld. District & Sessions Judge Secretariat (North-West), Rohini Courts, Delhi.
5. Web-site Committee of Rohini District Court, Delhi.
6. The Dealing Official, LAYERS Seat, Rohini Courts, Delhi for uploading on LAYERS and for uploading on Centralized website through LAYERS.



**(RAJNISH BHATNAGAR)**  
**District & Sessions Judge (North-West)**  
**Rohini Courts, Delhi**

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