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**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (WEST)
TIS HAZARI COURTS : DELHI**

20923 - 20907
No. _____/Leave/Gaz./PDJ West/2023 Dated Delhi the 14/7/23

Copy forwarded along with its enclosures for information and necessary action to:-

1. All the Judicial Officers of West District Tis Hazari Courts, Delhi.
2. Dealing Official, Leave Seat, Judicial Branch, West District, Tis Hazari Courts, Delhi.
3. The Website Committee (English/Hindi) Tis Hazari Courts, Delhi.

Hemani 14/7/23
(Hemani Malhotra)
Officer In-Charge, Judicial Branch/
District Judge (Commercial Court)- 02,
West District, Tis Hazari Court), Delhi

HIGH COURT OF DELHI

Most Immediate

Shershah Road, New Delhi

5238-5250

No. DHC/Gaz./G-3/2023

Dated: 12/07/2023

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
3. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
4. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
5. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
6. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
7. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
8. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
9. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
10. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
11. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
12. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: "Directions regarding advance updation of leave taken by Judicial Officers on the Website of District Courts".

Sir/Madam,

I am directed to refer to this Court's letter No. 4118-30/DHC/Gaz./G-3/2021 dated 12.11.2021 (copy enclosed) whereby it has been directed that:-

- a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.
- b) In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of Principal District & Sessions Judge before 10:00 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned.

P.D.S.S.(4)
12/07/2023
[Signature]
[Signature]

HIGH COURT OF DELHI

Sher Shah Road, New Delhi

Most Immediate

No. 4118-34/DHC/Gaz./G-3/2021/

Dated: 12/11/2021

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
3. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
5. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
7. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
10. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
11. The Principal District & Sessions Judge-cum-special Judge (P.C. Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
12. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: "Directions regarding advance updation of leave taken by Judicial Officers on the Website of District Courts".

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that a fresh circular be issued to the following effect:-

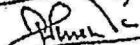
- a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.
- b) In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of Principal District & Sessions Judge before 10:00 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned.

I am further directed to request you to issue directions for maintaining a Register in your respective offices containing following fields:-

- a) Name of the Judicial Officer
- b) Date(s) for which leave is sought
- c) Date and time of receiving the leave application in the office
- d) Date and time of uploading the intimation on the website

I am, therefore, directed to request you to kindly take necessary action in the matter, under intimation to this Court.

Yours Sincerely,



(Surender Pal)

Deputy Registrar (Gazette-IB)
for Registrar General.

It was further directed to issue directions for maintaining a Register in respective offices containing following fields:-

- a) Name of the Judicial Officer
- b) Date(s) for which leave is sought
- c) Date and time of receiving the leave application in the office
- d) Date and time of uploading the intimation on the website

It has come to the notice that above said directions are not being strictly complied with.

I am, therefore, directed to request you to kindly ensure that above said directions be strictly complied.

Yours Sincerely,



(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

Encl: As above