

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

CIRCULAR

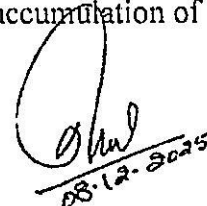
Subject: Automatic Processing of Casual Leave Applications on the LAYERS Platform.

It is hereby brought to the notice of the undersigned that the processing of casual leave applications on the LAYERS platform is persistently delayed at various levels. Instances have been observed where casual leave applications remain pending for prolonged periods, causing system congestion, workflow disruption, and ambiguity in the computation of employees' casual leave balances.

To ensure timely and seamless processing of casual leave applications through LAYERS platform and to avoid operational bottlenecks, the following automation measures shall be implemented with effect from 01 January 2026:

- 1) **Forwarding Officer Level:** When a casual leave application remains unattended by the Forwarding Officer for **seven (07) days**, the LAYERS system shall automatically forward the application to the Leave Administrator.
- 2) **Leave Administrator Level:** If the Leave Administrator does not take action on a casual leave application within **four (04) days** of its receipt, the system shall automatically forward the application to the Leave Sanctioning Authority.
- 3) **Leave Sanctioning Authority Level:** If the Leave Sanctioning Authority does not approve or reject a casual leave application within **thirty (30) days**, the LAYERS system shall automatically Approve the casual leave due to inaction.

All I.d. Judicial Officers, Administrative Officers (Judicial), and Branch In-Charges are directed to take note of the above and ensure strict compliance to complete their part of work in time. The automation is designed to streamline the process, avoid accumulation of pending casual leave applications, and maintain accurate casual leave records.



08.12.2025

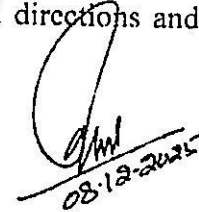
(Virender Kumar Bansal)
Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

No. 44612- 45812 /ITC/H/L/2025

Dated 08 DEC 2025

Copy forwarded for information and necessary action to:

1. The Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. All the Ld. Principal District & Sessions Judges, Delhi/New Delhi.
3. The Ld. Principal District & Sessions Judge cum Special Judge (PC Act/CBI), RACC.
4. The Ld. Principal Judge, Family Courts (HQs), Dwarka Courts, Delhi.
5. The Ld. Member Secretary, Delhi State Legal Services Authority, RACC, New Delhi.
6. The Ld. Director (Administration), Delhi Judicial Academy, Dwarka, New Delhi.
7. The Ld. Chairman, IT & Digitization, Delhi District Courts.
8. All the Ld. Leave Sanctioning Authority (for Judicial Officers & for Employees) with request to adhere to the timeline of the leave sanctioning.
9. All the Ld. Judicial Officers of all districts of Delhi District Courts for their information and with request to adhere to the timeline.
10. PS to Ld. Principal District & Sessions Judge (HQs), Delhi.
11. All the Admn. Officers (J) System Analysts/DDOs/Branch In-Charges, all districts of Delhi District Courts to comply with the above-mentioned directions and adhere to the timeline.
12. R&I, Tis Hazari Courts for uploading on LAYERS.



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