

**OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE (HQs)  
TIS HAZARI COURTS, DELHI**

**CIRCULAR**

It has been brought to the notice of undersigned that whenever official is on leave, official does not intimate the nature of leave or sometimes officials change the nature of leave i.e. Earned Leave on medical grounds while having medical leave in his/her leave account. It has also been brought to the notice of undersigned that leave application are simply forwarded by OICs/Presiding Officers which shows that Ld. Judge has no objection on leave application submitted by the staff i.e. Earned Leave/Medical Leave/CCL.

It is again impressed upon all the OICs/Presiding Officer to check/verify the nature of leave applied by the officials concerned that upon illness of official, Earned Leave on medical grounds can only be accepted when no Medical Leave is left in official's leave account, Earned Leave on medical ground while having Medical Leave left will not be accepted/considered. It is further impressed upon all OICs/Presiding Officer to check that official has enclosed supporting documents with medical leave application for the leave period and the same need to be forwarded with remarks as "Recommended" or "Not recommended", if "Not recommended" kindly specify the reasons for further necessary action.

  
17/5/24

(Sanjay Garg - I)  
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

No. 27711 - 841 /LeaveSection/THC/central/2024

Dated 17.5.2024

**Copy forwarded for information and necessary action to :-**

1. All the Principal District & Sessions Judge Delh/New Delhi with the request to circulate the directions amongst the Judicial Officer/Officials posted in their respective districts.
2. All the Judicial Officers/Officer-Incharges, Central District, Tis Hazari Courts, Delhi to circulate the directions to the officials posted under their control.
3. P.S to the Ld. Pricipal District & Sessions Judge (Hqs).
4. For uploading on centralized website through LAYERS.
5. Website Committee, Tis Hazari Courts, Delhi.

  
17/5/24

(Sanjay Garg -I)  
Principal District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi