

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)**  
TIS HAZARI COURT : DELHI

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

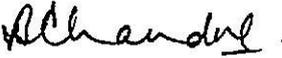
Pursuant to Hon'ble High Court's letter No. 1480-1482/DHC/Gaz.1-B/G-3/2026 dated 27.02.2026 (copy enclosed), it is impressed upon all the Judicial Officers of Delhi Higher Judicial Services and Delhi Judicial Services, Central District, Tis Hazari Court, Delhi to strictly adhere to Court timings.

It is further informed that under the extant provisions of the Delhi Higher Judicial Service (Leave) Rules, 2010 and Delhi Judicial Service (Leave) Rules, 2011 (available on the website of Delhi District Court i.e. <https://delhidistrictcourts.nic.in> under the head Important Links), leave cannot be claimed as of right thus, it is also directed to follow the instructions contained in letter No. 450/Gaz./P.F. dated 08/09.01.1986, 456/Gaz./P.F. dated 14.05.1999 and 5883/Gaz./P.F. dated 01.03.2004, circulated several times for compliance strictly and not to apply for two days Medical (Commutated)/Earned leave, if more than two casual leave is available in the leave account. Also the casual leave should be availed in such a manner that it is spread over the whole calendar year to meet any unforeseen exigencies. The application for Earned Leave on prescribed proforma should be submitted fifteen days in advance unless prevented by exigency completely unanticipated.

It is further impressed upon to all the Officers of DHJS and DJS, Central District to send their intimation of leave to Room No. 234, Website, Tis Hazari Court, Delhi at least one day in advance to get it noted and uploaded on the Website. In case of any hardship or unforeseen exigency, when any leave is required to be applied at the last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received before 09:45 a.m. positively to enable the uploading of the same forthwith on the website of Delhi District Court for intimation of all concerned.

It is also directed to the department of Website, Tis Hazari Court, Delhi to note and upload the intimations of leave of Judicial Officers of Central District, Tis Hazari Court, Delhi received through hard copy or any electronic means on the website of Delhi District Court immediately to avoid unnecessary delay and maintain a register as desired by the Hon'ble High Court of Delhi, New Delhi.

All female Judicial Officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave may be impressed upon to intimate the this office at least three weeks in advance about the date of their proceeding on long leave (maternity leave/child care leave) and the date of their joining on return from such long leave, to enable the registry of the Hon'ble High Court to take appropriate steps for posting another officer in the court falling vacant or posting of the officer on return from such long leave, as the case may be.



(ANJU BAJAJ CHANDNA)  
Principal District & Sessions Judge (HQs)  
Tis Hazari Court, Delhi

No. 21521-21641 /CD/SO/Gaz./2026

Dated, Delhi the 11 MAR 2026

Copy forwarded for information and necessary action to :-

1. The Registrar General, High Court of Delhi, New Delhi i.r.t letter No.1480-1482/DHC/Gaz. 1-B/G-3/2026 dated 27.02.2026 for information.
2. All the Judicial Officers of DHJS & DJS, Central District, Tis Hazari Court, Delhi (including Judicial officers on deputation and training at DJA).
3. The Officer In-Charge, I.T. Cell, Tis Hazari Court, Delhi to give necessary directions to the concerned to update the leave intimation of Judicial Officer on the Website of Delhi District Court either received on Whats App group of Judicial Officers of 'Central District' or through email immediately and to maintain a register in this regard.
4. The Officer In-Charge, Computer Branch, Central, Tis Hazari Court, Delhi.
5. The CJM, Central District, Tis Hazari Court, Delhi.
6. The SCJ/RC, Central District, Tis Hazari Court, Delhi.
7. The P.S. to the undersigned.
8. The Reader to the undersigned.
9. The Website Committee, English/Hindi, Tis Hazari Court, Delhi for uploading on website and LAYERS.



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

171  
25/2/26

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## HIGH COURT OF DELHI

Shershah Road, New Delhi

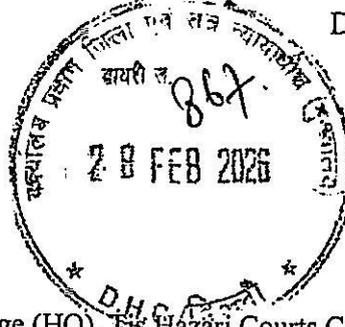
1400 - 1492

No. /DHC/Gaz.-IB/G-3/2026

Dated: 27/02/26

From:

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



To

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

**Sub: Directions in respect availing leaves and timely updation of status thereof on Delhi District Court's website.**

Sir/Madam,

I am directed to refer to this Court's letter nos. 4611-4623/DHC/Gaz./G-3/2021/ dated 04.12.2021, 1129-1141/DHC/Gaz./G-3/2023 dated 15.02.2023, 5238-50/DHC/Gaz./G-3/2023 dated 12.07.2023, respectively, on the above subject, and to request you to impress upon all the Judicial Officers under your respective control to strictly adhere to the directions issued by this Court in the above said letters in respect of availing leaves and to ensure that the status thereof is immediately updated on the Delhi District Courts website for convenience of the Bar and the general public.

Yours Sincerely,

Encl: As above

OIC Judl. Br.  
PD & SJ (HQ)/THC  
25/02/26

(Vinay Sharma)  
Deputy Registrar (Gazette-IB)  
for Registrar General

HIGH COURT OF DELHI  
Shershah Road, New Delhi

Most Immediate

611-4623  
No. DHC/Gaz./G-3/2021/

Dated: 4-12-2021

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 (PC 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.

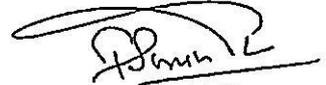
Sub: "Directions regarding Leave and adherence to Court timings".

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that all the Principal District and Sessions Judges are directed to impress upon the judicial officers under their kind control to strictly adhere to Court timings and to apprise them that leave cannot be availed as matter of right and is to be taken strictly in conformity with the applicable Leave Rules.

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.

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Reminder

HIGH COURT OF DELHI

Shershah Road, New Delhi

1129 = 1141  
No. /DHC/Gaz./G-3/2023  
From:

Dated: 15/02/2023

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

To

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

Sub: Advance intimation of proceeding on long leave or joining on return from long leave by Female Judicial Officers.

Sir/Madam,

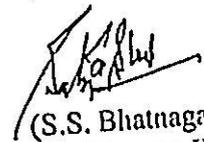
I am directed to refer to this Court's letter No. 3050-3061/DHC/Gaz/P&T/G-3/2013 dated 29.05.2013 (copy enclosed) on the above subject, and to say that it has been noticed that some of the Judicial Officers are not complying with the directions issued in the letter under reference.

It is therefore, once again requested that all female Judicial Officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave to comply with the direction of this Court's contained in the aforesaid letter dated 29.05.2013.

It is further requested to kindly convey the aforesaid directions to the concerned Judicial officers under your respective control, under intimation to this Court.

It is also requested that as and when any Judicial Officer proceeds on long leave, the intimation thereof may be sent to this Court immediately.

Yours Sincerely,



(S.S. Bhatnagar)  
Joint Registrar (Gazette-IB)  
for Registrar General

50-3061

DHC/Gaz/P&T/G-3/2013

From:

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

To

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge, East, Karkardooma Courts, Delhi.
3. The District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
4. The District & Sessions Judge, North-West District, Rohini Courts, Delhi.
5. The District & Sessions Judge, South District, Saket Courts, New Delhi.
6. The District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
7. The District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
8. The District & Sessions Judge, North District, Rohini, Delhi.
9. The District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
10. The District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
11. The District & Sessions Judge, South-East District, Saket Courts, New Delhi.
12. The Principal Judge, Family Court, Dwarka Courts, Delhi.

Sub: Advance intimation of proceeding on long leave or joining on return from long leave (maternity leave/child care leave) by Female Judicial Officers.

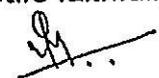
New Delhi, dated the 29<sup>th</sup> May, 2013.

Sir/Madam,

I am directed to say that Hon'ble the Chief Justice has been pleased to order that all female judicial officers who intend to avail maternity leave or child care leave for longer duration or who are to join on return from such long leave may be impressed upon to intimate the High Court at least three weeks in advance about the date of their proceeding on long leave (maternity leave/child care leave) and the date of their joining on return from such long leave, to enable the registry of the High Court to take appropriate steps for posting another officer in the court falling vacant or posting of the officer on return from such long leave, as the case may be.

I am, therefore, to request you to kindly convey the above orders of Hon'ble the Chief Justice to the concerned judicial officers under your control, under intimation to this Court.

Yours faithfully,

  
( O.P. Narang )  
Deputy Registrar (Gaz.)  
For Registrar General

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HIGH COURT OF DELHI  
Shershah Road, New Delhi

Most Immediate

5238-5250  
No. DHC/Gaz./G-3/2023  
From:

Dated: 12/07/2023

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.

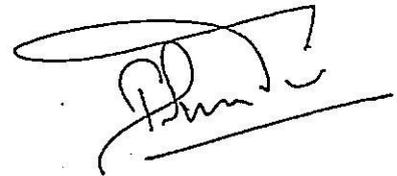
It was further directed to issue directions for maintaining a Register in respective offices containing following fields:-

- 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

HIGH COURT OF DELHI  
Sher Shah Road, New Delhi

Most Immediate

No. 4118-3/PHC/Gaz/JG-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.
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11. The Principal District & Sessions Judge-cum-special Judge (PC.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:-

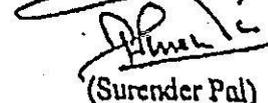
- a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.
- b) In case of any hardship or unforeseen exigency, 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.