

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SOUTH-EAST
DISTRICT, SAKET COURTS COMPLEX, NEW DELHI.**

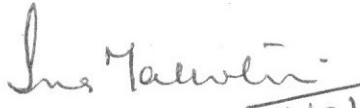
CIRCULAR

It is observed that the applications for leave from the Ld. Judicial Officers are not being received in time. It is strictly impressed upon all the Judicial Officers of South-East District that whenever they happen to be on leave, the application in this regard, must be submitted in advance. If the leave is to be taken suddenly then written/telephonic intimation be sent to the Office of the undersigned by 10.00 A. M. The ACMM and MMs must be sent their leave intimation to the Office of the undersigned and as well as to the Office of the CMM (SE). The application for the leave must be submitted immediately on returning from the leave or the next working day. Application for short leave should be sent by the Officer immediately on the same day even after the leave intimation is given by their staff.

Reader/Ahlmad/other staff on duty are also directed to affix a notice outside their Court Room with regard to the leave of their Presiding Officer including short leave/half day leave/full day leave.

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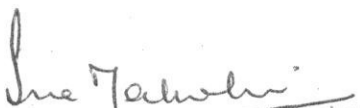
No. _____/Judl./F.43/Cir./SE/Saket/2014


(INA MALHOTRA) 6/9/14
DISTRICT & SESSIONS JUDGE (SE)

New Delhi, dated 06/09/14

Copy forwarded to:

1. The Ld. District & Sessions Judge (Hqs), Delhi for information.
2. All the Judicial Officers of South-East District, Saket Courts Complex, New Delhi.
3. The PS to District & Sessions Judge (SED), Saket Courts Complex, New Delhi.
4. The Website Committee, English/Hindi, Tis Hazari Courts, Delhi.


6/9/14
DISTRICT & SESSIONS JUDGE (SE)