

HIGH COURT OF DELHI: NEW DELHI

No. 326/Estt./E.V/DHC/Spl.C.L.2016

Dated: 29.04.2016

OFFICE ORDER

Hon'ble the Chief Justice has been pleased to allow 21 days Special Casual Leave to Gazetted Officers and 13 days Special Casual Leave to Non-Gazetted officials during ensuing Summer Vacation from Saturday 4th June, 2016 to Friday 1st July, 2016.

The batches of the gazetted officers may be as under:-

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| 1st Batch | from 04.06.2016 to 10.06.2016 |
| 2nd Batch | from 11.06.2016 to 17.06.2016 |
| 3rd Batch | from 18.06.2016 to 24.06.2016 |
| 4th Batch | from 25.06.2016 to 01.07.2016 |

The batches of the non-gazetted officials may be as under:-

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|-----------------------------|--------------------------------------|
| 1st Batch | from 05.06.2016 to 17.06.2016 |
| 2nd Batch | from 19.06.2016 to 01.07.2016 |

Hon'ble the Chief Justice has further been pleased to order that the above Special Casual Leave will be allowed on the following conditions:

1. (i) The officers/officials who have not rendered one year's service on the Establishment of this Court on the date of commencement of Summer Vacation will not be allowed any Special Casual Leave.
- (ii) No officer/official will overstay or extend the period of Special Casual Leave. In case of default, the entire period of leave including Special Casual Leave will be treated as leave of the kind due to him/her.
- (iii) No officer/official will prefix or suffix Special Casual Leave with any other kind of leave.
- (iv) Save in Exceptional circumstances, no officer/official will be granted casual leave or earned leave or any kind of leave for the duty period. Those who absent from duty without prior sanction of leave would render themselves liable to strict disciplinary action. However, in the event of their explanation for absence from duty being accepted by the Registrar General, casual leave or earned leave or any other kind of leave may be granted to them subject to the condition that equal number of days will be deducted from the Special Casual Leave admissible to them in the succeeding year's summer vacation.
- (v) No official shall be allowed to avail of Special Casual Leave until he gives a certificate, duly verified by his immediate supervisor or Administrative officer (Judl)/Assistant Registrar, that files to all the copy petitions have been added, all decided cases have been completed in every respect and consigned to Record Room, all documents/papers have been duly added to the files and action in all cases with him/her is complete.
- (vi) Before proceedings on Special Casual Leave, every official will leave his/her address and contact number with the Establishment Branch and will proceed on leave with the written permission of his/her officer.
- (vii) A Joint Registrar and a Deputy Registrar would be on duty on each working day assisted by at least one Assistant Registrar. As such, all Joint Registrar/Deputy Registrar/Assistant Registrar would furnish their options duly approved by concerned Registrar for duty to the Establishment-II Branch latest by 07.05.2016 so that their roster may be prepared by Establishment-II Branch. It is hereby made clear that the option so exercised would be treated only as tentative subject to the adjustment according to administrative exigencies.
- (viii) In order to clear the back-log of petitions for supply of certified copies both on the Original and Appellate Side, two Assistant Registrars, one for Copy (Appellate) and the other for Copy (Original) shall, by rotation, remain on duty throughout, who shall ensure that all pending applications for certified copies are disposed of expeditiously.

- 2 (a) The Private Secretaries/Court Masters, other than those who are not required by the Hon'ble Judges/Vacation Judges, when on duty may be assigned to do supervisory work in the branches.
 - (b) The Private Secretaries/Court Masters should inform the Establishment Branch in writing, of the period for which they have been granted Special Casual Leave by the Hon'ble Judges to whom they are attached so that proper roster is maintained. The Private Secretaries to Hon'ble Judges are required to prepare the roster of their concerned Court in such a manner that no inconvenience is caused to the Hon'ble Judge on account of non-availability of the staff. Private Secretary shall also ensure that stenographic assistance is available to the Hon'ble Judge during vacation period out of the PS/SPA/PA attached to the Hon'ble Judge.
- 3 (a) The Administrative Officer (Judl.)/Branch Incharge concerned shall prepare the duty roster of their respective branches in accordance with the above instructions and forward a copy thereof to the Establishment Branch after getting it approved by the concerned Registrar.
 - (b) All the Administrative Officer (Judl.)/Court Master/Private Secretaries (who are not required by the Hon'ble Judge) would furnish their options for duty to the Establishment Branch latest by 07.05.2016 so that their duty roster may be prepared by the Establishment Branch. The option so exercised would, however, be treated as tentative.
 - (c) **All the Private Secretaries will make necessary arrangements regarding collection of dak meant for Hon'ble Judges from the Establishment Branch during ensuing summer vacation so that no inconvenience is caused to the Hon'ble Judge.**
- 4 (a) All the decided cases both in Appellate as well as Original Branches shall be consigned to the Record Room, duly indexed, during the vacation.
 - (b) All the officers/officials shall clear the pending work on their seats during vacations and the Administrative Officers (Judl) concerned shall submit reports after vacation in that behalf through proper channel for perusal of the Registrar General.
 - (c) All the officers/officials shall punctually attend the office on the days of their duty period during vacation.
 - (d) Each official of the concerned branch before proceeding on Special Casual Leave will give a certificate to the effect that no receipt/case is pending with him/her for disposal/action and the same certificate should be countersigned by an Administrative Officer (Judl.) and the Assistant Registrar concerned, before it is sent to the Establishment Branch. The concerned Deputy Registrar of the branch while on duty during the vacation may also check whether the certificate given by each official of each branch is correct or not.
5. The above Special Casual Leave will be allowed by the authorities on the following conditions:-
 - (a) That all the files in relation to the seat have been checked, verified and are placed in the racks of the concerned Assistant;
 - (b) Notices have been issued in all the files;
 - (c) Certified copies of the orders wherever directed by the Court(s) have been issued to the concerned quarters;
 - (d) Noting in all the files in regard to service or otherwise is completed as of that date;
 - (e) The files from courts and inspection rooms are called for and received by the dealing assistant;
 - (f) The files have been indexed and paginated, all Misc. applications and other papers have been properly placed in the concerned files.

6. (a) No change in the batches as approved or dates will be allowed to the members of the staff except under orders of the Registrar or in his absence by Joint Registrar available which will be allowed sparingly.
- (b) Certain officials remain unauthorisedly absent from office on one ground or the other and they generally join the duty either before the commencement of Special Casual Leave with a tendency to avail of the Special Casual Leave. Such Official who remain unauthorisedly absent from office shall not be allowed Special Casual Leave even for a single day.
7. All the officers & officials who are due to retire before the commencement of Summer Vacation 2017 are allowed to avail full Summer Vacation (i.e. 04.06.2016 to 01.07.2016).
8. All the officials shall report for duty on the 1st day falling on 04.06.2016 (Saturday) and intervening day falling on 18.06.2016 (Saturday) between two batches. The duty roster of officers and officials will be prepared duly approved by the concerned Registrar in such a manner that urgent matters coming on non-working days during summer vacations are also attended to and should be sent to Establishment-II Branch by 07.05.2016. The office will re-open on 02.07.2016 (Saturday) after the Summer Vacation and all the officers & officials shall report for duty on 02.07.2016 so that no inconvenience is caused in the smooth functioning of the Court work.

BY ORDER

**Sd/-
(VINOD GOEL)
REGISTRAR GENERAL**

Endst. Nos. 8094-8102/Estt./E.V/DHC/Spl.C.L.2016

Dated:29.04.2016

Copy forwarded for information to:-

1. Registrar-cum-Secretary to Hon'ble the Chief Justice
2. PAs to all the Registrars
3. All Joint Registrars/Deputy Registrars with a request to get cleared the backlog of arrears, if any, well in time in the branches under them.
4. Assistant Registrar -cum-Personal Assistant to Registrar General.
5. All Assistant Registrars/Deputy Controllers of Accounts. They will be responsible for the strict implementation of the directions in the concerned branches.
6. All Administrative Officers (Judicial)/Court Masters/Private Secretaries to Hon'ble Judges. They are requested, while preparing the roster of the staff working under them, to indicate in the Duty Roster the names of the Officials who are unauthorisedly absent and are not entitled to Special Casual Leave.
7. Assistant Registrar (Technical) with a request to upload the above order on the Website and Intranet of this Court.
8. Notice Board.
9. Guard file.


**(H.K. ARORA)
JOINT REGISTRAR (ESTT.)**