

## HIGH COURT OF DELHI: NEW DELHI

No.536/Estt./E.V/DHC/Spl.C.L.2021  
Dated: 28.05.2021

### OFFICE ORDER

Hon'ble the Chief Justice Justice has been pleased to allow 21 days' Special Casual Leave to Gazetted Officers and 14 days' Special Casual Leave to Non-Gazetted officials during ensuing Summer Vacation from Saturday 5<sup>th</sup> June, 2021 to Friday 2<sup>nd</sup> July, 2021.

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

1 <sup>st</sup> Batch	from 05.06.2021 to 11.06.2021
2 <sup>nd</sup> Batch	from 12.06.2021 to 18.06.2021
3 <sup>rd</sup> Batch	from 19.06.2021 to 25.06.2021
4 <sup>th</sup> Batch	from 26.06.2021 to 02.07.2021

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

1 <sup>st</sup> Batch	from 05.06.2021 to 18.06.2021
2 <sup>nd</sup> Batch	from 19.06.2021 to 02.07.2021

It has further been ordered that due to the severe pandemic condition, bare minimum staff would be required to be physically present in the Court to attend urgent work on each working day. Accordingly, the Registrar/OSD concerned of each Branch(s) may get a duty roster prepared as per deliberations held with the Registrar General in the meeting dated 18.05.2021 ensuring that bare minimum staff is physically deployed for discharge of official duties while others continue to work from home as per the aforesaid batches. It shall also be ensured that appropriate Covid protocols are followed in the Branches in order to contain spread of the deadly virus.

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. Before proceeding on Summer Vacation, every official will leave his/her address and contact number with the Establishment-II Branch.
2. The staff attached with Hon'ble Judge(s), who are not required by the Hon'ble Judges during the above period and the Librarian would furnish their option for duty to the Establishment-II Branch latest by 29.05.2021 so that their Roster may be prepared by the Establishment-II Branch. It is hereby made clear that the option so exercised would be treated as tentative subject to the administrative adjustments. **The options received after 29.05.2021 will not be entertained.**
3. Save in Exceptional circumstances, no officer/official will be granted casual leave/earned leave or any other kind of leave for the duty period or will be allowed to prefix or suffix any kind of leave along with the Special Casual Leave. Those who would absent from duty without prior sanction of leave would render themselves liable to strict disciplinary action. However, in the event of their explanation to that effect 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 and those cases for grant of such leaves shall be dealt with by respective Branches at their end.
4. All the Private Secretaries will make necessary arrangement regarding collection of Dak meant for Hon'ble Judges from the Establishment-II Branch on all working days during the ensuing Summer Vacation so that no inconvenience is caused to the Hon'ble Judges. They are also requested to depute the staff attached with the Hon'ble Judge during the summer vacation in such a way that no inconvenience is caused to the Hon'ble Judge.
5. All the officers/ officials, as per roster, shall punctually attend the office on the dates of their duty during the ensuing Summer Vacation.
6. The officials posted in branches before proceeding on Summer Vacation will give a certificate to the effect that no urgent receipt/ case is pending with him/ her for disposal/ action and the said certificate should be countersigned by the AO(J) and the AR concerned before it is sent to Establishment

Branch. Deputy Registrar of the Branch while on duty during the Summer Vacation may also check whether the certificate given by each official is correct or not.

7. All the Class-III and Class-IV (now Group 'C') officials who are attached with the JR/DR/AR will report for duty as per requirement of their respective officers with whom they are attached.
8. Listing Branch and Filing Counter will make necessary arrangement for urgent mentioning of cases at their own end. Further, the Registrar concerned shall ensure that some officer/official is present in the Branch to see that the cases approved by the mentioning officer for listing before the Hon'ble Courts are listed on the next date.
9. All the officers and officials who are due to retire before the commencement of Summer Vacation 2022 are allowed to avail full Summer Vacation this year.
10. All the AOJs working in the Judicial Branches to ensure that the cases listed for 05.07.2021 are sent to the respective Courts on 03.07.2021 itself. All the Court Masters may also be directed to ensure that the cases listed for 05.07.2021 are collected from the concerned Branches and sent to the Hon'ble Judges well in time so that no inconvenience is caused to the Hon'ble Judges.
11. All the officers/officials of this Court will attend the office on 03.07.2021 physically as per the roster prepared and others will work from home, as per requirement of their respective Branches.

It is further stressed upon that those Officers/officials, who are permitted to work from home, would at all times be available on telephone or via electronic means of communication so that in case of any exigency, such Officers/officials can be called to attend office. It may also be ensured that no such Officer/official leaves the station without taking due permission from the Office.

Violation of any of the conditions/ instructions shall render the officers/ officials concerned liable to strict disciplinary action.

BY ORDER

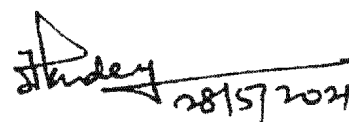
Sd/-  
(MANOJ JAIN)  
REGISTRAR GENERAL

Endst. Nos.7809-18/Estt./E.V/DHC/Spl.C.L.2021

Dated: 28.05.2021

Copy forwarded for information to:-

1. OSD-cum-Registrar to Hon'ble the Chief Justice.
2. Joint Registrar-cum-Secretary to Hon'ble the Chief Justice.
3. PAs to all the Registrars/ OSD.
4. 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.
5. Joint Registrar -cum-Personal Assistant to Registrar General.
6. All Assistant Registrars/Deputy Controllers of Accounts. They will be responsible for the strict implementation of the directions in the concerned branches.
7. All Administrative Officers (Judicial)/Court Masters/Private Secretaries to Hon'ble Judges.
8. PA to Registrar (IT) with a request to upload the above order on the Website and Intranet of this Court.
9. Notice Board.
10. Guard file.

 28/5/2021

(HEM CHANDRA PANDEY)  
JOINT REGISTRAR (ESTT.II)