

R.O.C.No.36/2001-Con.B2

P.Dis.20/2001

CIRCULAR

Sub: Courts and Judges - Availing of leave and permission to leave the headquarters - Forwarding of leave/permission applications in advance
- Avoidance of short spells of leave
- Instructions issued - Not adhered
- Further instructions issued for strict compliance - Reg.

- Ref: 1. High Court's Circular P.Dis. 70/68 dt. 15.2.1968.
2. High Court's letter P.Dis. 19/86 dt. 28.01.1986.
3. High Court's Circular ROC No. 8852/90-B6 dt. 17.12.1990.
4. High Court's Circular K.Dis. 95/93 dt. 4.10.1993.

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The attention of all the Principal District Judges and the Additional District Judge-cum-Chief Judicial Magistrates is drawn to the High Court's Circulars cited under reference wherein they were required to forward the leave applications and the letters requesting permission to leave the headquarters to the High Court well in advance to avoid dislocation of Court work and inconvenience to the litigant public. Further, they were

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instructed to forward the applications of the Officers in their Unit, immediately and also with the particulars relating to the additional charge arrangements made during such leave periods.

Further, it has already been pointed out that Saturdays, Sundays and other holidays are not intended to be used as holidays to go out of the headquarters, but those days are intended to be utilised for attending to the arrears of work and also to recoup the energy, so that the Judicial Officers can work efficiently in the succeeding week.

Of late, it is noticed that the leave/permission letters of the Judicial Officers functioning in their Unit are not sent to the High Court, as instructed earlier almost invariably, they are received only after the expiry of the leave period. This practice should be deprecated and stopped.

Therefore, whosoever goes on leave, he must seek the permission from the respective heads well in advance. All the Principal District Judges/Additional District Judge-cum-Chief Judicial Magistrates are hereby, in turn, instructed to forward their leave applications and also that of the Judicial Officers functioning in their units well in advance to the High Court and they

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HIGH COURT
DATED:

To

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are informed that, only after obtaining the permission of the High Court, they should proceed on leave and they should leave the headquarters, as the case may be, unless there is some urgency. It is also made clear that the Officers should not leave the headquarters on Saturdays and Sundays also, except during unavoidable and emergent situations, and that too with prior information and permission.

All the Judicial Officers are directed to restrain and refrain from applying for short spells of leave frequently, keeping in mind their responsible position and the increasing pendency of cases.

The earlier instructions issued regarding the applications seeking medical leave should be strictly followed whenever Judicial Officers apply leave on medical grounds.

The above instructions are to be adhered to strictly. Any failure to adhere to the said instructions would entertain serious consequences. The concerned units may be advised accordingly.

The receipt of this Circular is required to be acknowledged immediately.

/BY ORDER OF THE HONOURABLE THE CHIEF JUSTICE/

HIGH COURT: MADRAS
DATED: 22.02.2001

REGISTRAR GENERAL

To

1. All the Principal District Judges,

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2. All the Additional District Judge-cum-Chief Judicial Magistrates.
3. The Presiding Officer, Labour Court, Madras/Coimbatore/Cuddalore/Madurai/Salem/Tiruchirappalli/Tirunelveli and Vellore.
4. The Presiding Officer, Special Court under Essential Commodities Act, Madras/Coimbatore/Madurai/Pudukkottai/Salem and Thanjavur.
5. The Judge, Family Court, Madras/Coimbatore/Madurai and Salem.
6. The Administrator General and Official Trustee, Madras.
7. Sales Tax Appellate Tribunal, Madras - 104.
8. State Transport Appellate Tribunal, Madras - 104.
9. Industrial Tribunal, Madras - 104.
10. The Special Judge, Special Court under T.N.P.I.D. Act, Chennai - 104.
11. The Presiding Officer, Additional Special Court under N.D.P.S. Act, Chennai.
12. The Sessions Judge, Sessions Court for exclusive trial of Bomb-blast Cases, Madras/Coimbatore.
13. The Chief Judge, Pondicherry.
14. The Additional District Judge-cum-Chief Judicial Magistrate, Pondicherry.
15. The Record Keeper, A.D. Records, High Court, Madras.

R.No.33/2001 A1.Dated: 9.7.2001.

Copy communicated to All the Judicial Magistrates in this district, for information and strict adherence to the instructions issued by the High Court, Madras.

To
All the Magistrates
(By name).

(O/c)

A.D.J-cum-C.J.M.,
Kumbakonam.

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