



Reg.No.S-54527/2005

DISTRICT & SESSIONS COURTS EMPLOYEES WELFARE ASSOCIATION : DELHI (Regd.)

Head Office : Room No. 28-A, Ground Floor, Tis Hazari Courts, Delhi-110054

Branch Offices : Karkardooma Courts, Patiala House Courts, Rohini Courts,
Saket Courts, Dwarka Courts, Rouse Avenue Courts, New Delhi

Website : www.ddcewa.org, Email : dscewa@gmail.com, Mob.: 9810228458

Centralized Post :

Ref. No.: 51/DSCEWA/2025

Date: 29/07/2025

DEEPAK BHARDWAJ

President

To

SHRIKANT SHARMA

Sr. Vice President

The Registrar General,
Hon'ble High Court of Delhi, New Delhi

VACANT

General Secretary

Through:

Ld. Principal District & Sessions Judge (HQs),
Tis Hazari Courts, Delhi.

VINOD GUPTA

Asst. Secretary

Sub: Request to withdraw/review the Circular
No.Admn.II/Cir./2018/ 49266-50066 dt. 04.08.2018,
restricting the staff to visit abroad during vacations only.

SAPNA SHARMA

Treasurer

Respected Sir,

Vide abovementioned circular dt. 04.08.2018, the staff members are restricted for grant of permission to visit abroad only during Summer Vacations, Winter Vacations, Public Holidays and in case of any exigency only.

It is respectfully submitted that the workload in District Courts is significantly higher compared to other departments. Such intense work pressure and associated stress can adversely affect employees' performance, potentially leading to health issues. This, in turn, impacts the overall workplace environment and the quality of work delivered. The strain does not end at the office—it often extends into employees' personal lives, disrupting family and social relationships. Workplace frustration can carry over into the home, leading to tension and strained interactions. Due to the heavy workload, employees

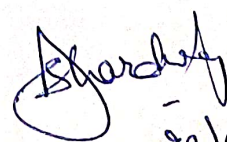
(Signature)
29/07/2025

rarely find time for travel abroad, and even their vacations are frequently interrupted or compromised.

It is pertinent to mention that both summer and winter vacations are routinely utilized by court staff to address the backlog of tasks such as Record Room consignments, CA applications, physical verifications, and other administrative duties. Furthermore, the winter vacations of school-going children no longer align with the schedule of District Court holidays. In addition, the festive season during Christmas and New Year results in overcrowding at nearly all travel destinations, making travel during this period highly impractical and expensive.

As for summer vacations, even the prospect of planning a trip during this time proves to be an enormous challenge due to extreme congestion at tourist sites and the unavailability or overbooking of accommodations. Securing transportation, particularly train or flight tickets, becomes exceedingly difficult, and when available, the costs are often exorbitant and far beyond the financial reach of most court staff. The expenses associated with accommodation during peak season are also excessively high, and it is noteworthy that such expenditures are non-reimbursable.

Each and every travelling spot has its own season to voyage and the tours are also planned accordingly opting for the best suitable period for themselves and their family. Children's exams, their special classes, other activities etc. are also kept in mind before planning for any such journey. Restricting the staff to visit abroad only in summer/winter vacations does not seem to be viable option or practicable in view of the facts elaborated above. In the given circumstances, it is virtually inconceivable for court staff to utilize their vacations for international travel, given the practical, financial, and professional constraints they face.

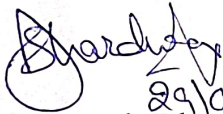

29/07/2025

More so, recently the office has recruited 546 JJAs and also appointed 113 JJAs through promotion which has added a considerable aid to the working strength of this cadre. Further, the reason behind restricting the abroad visit only during vacations probably was the shortage of staff, which issue has now been addressed consequent upon joining of newcomers in this establishment.

Hence, pursuant to the recent developments, it is our humble request to kindly revisit the directions given by way of Circular No.Admn.II/Cir./2018/49266-50066 dt. 04.08.2018 (copy enclosed) and the same may graciously be withdrawn in the interest of justice.

Thanking you in anticipation and obliged.

Your's faithfully


29/07/2025
(Deepak Bhardwaj)
President

Encl: As above.

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI.

CIRCULAR

It is being noticed that staff members often send applications seeking permission to visit abroad without any exigency which causes disruption in the smooth functioning of the court/office work.

Therefore, in order to ensure smooth functioning of the court/office work, all the staff members are directed to move such application for grant of permission to visit abroad only during Summer Vacations, Winter Vacations, Public Holidays and in case of any exigency only.

No such application for grant of permission to visit abroad except on the basis of aforesaid conditions shall be entertained by this office henceforth.

Talwant Singh
(TALWANT SINGH)
District & Sessions Judge (HQs)
Tis Hazari Courts
Delhi

No. /Admn.II/Cir./2018 2926E-50066

Dated, Delhi the 04/08/2018

Copy for forwarded for information & necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi with the request for intimation of the same amongst the staff of this office working under their control.

2. All the District & Sessions Judges of all District Courts, Delhi/New Delhi.

3. All the LD Judicial Officers of all District Courts, Delhi/New Delhi with the request to intimate the staff working under their control.

4. All the Sr. Administrative Officers/Administrative Officers/Branch Incharges at all District Courts, Delhi/New Delhi, with the direction to intimate the staff working under their control.

5. Administration, Vigilance Branches and Leave Section of all District Courts, Delhi/New

Delhi.

6. Dealing Officials, Personal Files, Admn.I, Admn.II, Admn.III, Tis Hazari Courts, Delhi

7. Leave Section, Tis Hazari Courts, Delhi.

8. The Secretary, Delhi State Legal Service Committee, Tis Hazari Courts, KRII Court, Kirti House Courts, Dwarka Courts, Patiala House Court & Saket Courts, Delhi/New Delhi with the request to intimate the staff of this office under their kind control.

9. The Secretary, Delhi High Court Legal Service Committee, DHC, New Delhi.

10. The Director, Delhi Judicial Academy, Dwarka, New Delhi with the request to intimate the staff of this office in diverted capacity under their kind control.

11. Office of the Principal Judge (HQs), Family Court, Dwarka, New Delhi with the request to intimate the staff of this office in diverted capacity under their kind control.

12. Website Committee, Tis Hazari Courts, Delhi.

13. Lawyers Seat, Tis Hazari Courts, Delhi.

14. A.O. (J)/Br. Incharge, Computer Branch of all the District Courts, Delhi/New Delhi with the direction to upload the circular on the Internet (Internal Website) of respective court complex under heading "Circular".

Talwant Singh
District & Sessions Judge (HQs)
Tis Hazari Courts
Delhi

6-8-18

Vishal

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ): DELHI

CIRCULAR

It is noticed that staff members are sending applications seeking permission to visit abroad and to avail foreign hospitality without prior permission of the Central Government (Ministry of Home Affairs, Govt. Of India), as prescribed under Foreign Contribution (Regulation) Act, 2010.

'No member of a Legislature or office-bearer of a political party or Judge or Government servant or employee of any corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality.'

Therefore, it is impressed upon all the staff members to first seek permission from this office to apply in the Ministry of Home Affairs, Govt. Of India for their approval to avail Foreign Hospitality, along with all the requisite Information/documents as earlier informed vide this Office Circular No. Admn.II/Cir./2013/11193-892 dated 19.03.2013 (copy enclosed for reference) and duly filled in proforma (copy enclosed) see O.M. No. 11013/7/2004-Estt. (A) dated 5th October, 2004 and dated 15th December, 2004.

It is further clarified that permission for visiting abroad duly availing foreign hospitality will be subject to the approval of availing foreign hospitality from the concerned authority and completion of requisite formalities of this office including vigilance clearance.

All the officials are directed to apply well in time for seeking permission to apply for availing foreign hospitality so that this office may have sufficient time (minimum 30 days) to process the request of permission to visit abroad after submitting of permission letter by the official for obtaining foreign hospitality from the department concerned.

Note: The officials are also directed to clearly mention their father's Name/Husband's Name, Place of Posting, Employee Code, email-ID (if any) and Personal Contact number in the application

Kaveri Baweja
(KAVERI Baweja)

Additional District Judge/
Officer Incharge (Admn.II) (HQ):

No./Admn.II/Cir./2017 30385-30985

Dated, Delhi the 15/05/17

Copy for forwarded for Information & necessary action to:-

1. The District & Sessions Judges of all District Courts, Delhi/New Delhi.
2. The Judicial Officer of all District Courts, Delhi/New Delhi with the request to intimate the staff working under their control.
3. The Sr. Administrative Officers/ Administrative Officers/Branch. Incharges at all District Courts, Delhi/New Delhi, with the direction to intimate the staff working under their control.
4. Administration, Vigilance Branches and Leave Section of all District Courts, Delhi/New Delhi.
5. Noting Board of all District Courts, Delhi/New Delhi.
6. Dealing Officials, Personal Files, Admn.I, Admn.II & Admn.III, Tis Hazari Courts, Delhi.
7. Hindi Section, Tis Hazari Courts, Delhi.
8. Website Committee, Tis Hazari Courts, Delhi.
9. A. O. (J)/Br. Incharge, Computer Branch of all the District Courts, Delhi/New Delhi with the direction to upload both the aforementioned circulars on the Intranet (Internal website) of respective Court Complex under heading 'Circulars'.

Kaveri Baweja
Additional District Judge/
Officer Incharge (Admn.II) (HQ):
Delhi.

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEADQUARTER): DELHI

CIRCULAR

It is noticed that the staff members are frequently sending applications for seeking permission to visit abroad just few days prior to their proposed departure. On account of this practice, this office is facing problem to process the said applications within time. Therefore, it is impressed upon all the staff members to send such applications sufficiently in advance to their expected departure.

Henceforth, leaving the country without prior permission shall be considered seriously and would entail suitable disciplinary action.

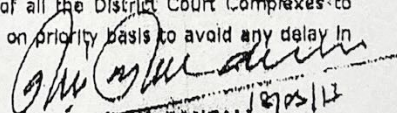
It is also clarified that all such applications must be routed through the Office of the concerned District & Sessions Judge, where the official is posted. Further, the officials should also ensure that their applications must be accompanied with all the requisite information/documents so that the matter may be considered without any delay. The requisite information/documents which are mandatory are as under:

1. An affidavit cum undertaking mentioning clearly therein :
 - a) The period of stay abroad, purpose of visit, Name of the Foreign Countries to be visited, address of stay in abroad, Estimated Expenditure (Travel, board/lodging, visa, misc. etc.), Source of Funds.
 - b) To mention the amount to be incurred on the visit and who will bear the expenses duly supported with proper self attested documentation showing source of funding.
 - c) Undertake that he/she will return from abroad on due date, will not request for extension of leave and shall join the duties immediately on return.
 - d) Undertake that he/she will not engage in activities prejudicial to the sovereignty and integrity of India and that his/her departure from India will not be detrimental to the security of India.
2. Enclose the attested photocopy of Passport.
3. Enclose the documents declaring the itinerary of the visit.
4. Photocopy of the application/proforma of kind of leave applied for the visit (if any).
5. To submit the copies of to and fro tickets alongwith the application, if booked or shall undertake to submit the same in the office 10 days prior to the day of proposed visit.
6. The official shall also undertake that he/she will strictly comply with the directions issued to him/her, if permission granted to visit abroad.

The officials are also directed to clearly mention their Father's Name/Husband's Name, Place of Posting, Employee Code, e-mail-id (if any) and Personal Contact number in the application.

The Administration Branches of all the District Court Complexes are directed that they shall ensure the compliance of necessary formalities before forwarding such applications to Head office.

Further, it is impressed upon the Vigilance Branches of all the District Court Complexes to provide the requisite vigilance status reports in such matters on priority basis to avoid any delay in the matter.


(V.K. BANSAL) 19/3/13
Additional District & Sessions Judge /
Officer Incharge (Admn.II) Delhi

No./Admn.II/Cir./2013

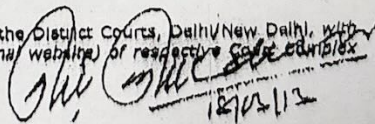
11193-892

Dated, Delhi the

19/3/13

Copy forwarded for information & necessary action to :-

1. The District & Sessions Judges of all District Courts, Delhi/New Delhi.
2. The Judicial Officers of all District Courts, Delhi/New Delhi with the request to intimate the staff working under their control.
3. The Administrative Officers / Superintendents / Branch Incharges at all District Courts, Delhi/New Delhi, with the direction to intimate the staff working under their control.
4. Administration / Vigilance Branches and Leave Section of all District Courts, Delhi/New Delhi.
5. Notice Boards of all District Courts, Delhi/New Delhi.
6. Dealing Officials, Personal Files, Admn.I, Admn.II & Admn.III, Tis Hazari Courts, Delhi.
7. Hindi Section, Tis Hazari Courts, Delhi.
8. Website Committee, Tis Hazari Courts, Delhi.
9. Superintendent/Branch Incharge, Computer Branch of all the District Courts, Delhi/New Delhi, with the direction to upload the circular on the intranet (internal website) of respective District Complex under heading 'Circulars'.


Additional District & Sessions Judge /
Officer Incharge (Admn.II) Delhi

PROFORMA FOR TAKING PRIOR PERMISSION BY
GOVERNMENT SERVANTS FOR PRIVATE VISITS ABROAD

Part A – To be filled by the Government servant applying for visit abroad

1. Name and Designation
2. Pay
3. Ministry/ Department
4. Passport No.
5. Details of private foreign travels to be undertaken;

Period of travel	Name of foreign countries to be visited	Purpose	Estimated expenditure (travel, board, lodging, visa, misc., etc.)	Source of funds

6. Details of private foreign travel undertaken during the last four years

Period of travel	Name of foreign countries visited	Purpose

Signature

Date:

Name and Designation