

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

**CIRCULAR**

It has been brought to the notice of the undersigned that some of the staff members are still not adhering to the Court timings i.e from 10:00 am to 1:30 pm and 2:00 pm to 5:00 pm, are not displaying their office ID cards properly and are not adhering to the prescribed dress code, as well.

Thereby, all the staff members posted in the courts and /or branches are once again directed to attend to their duties well in time and be on their respective seats by 10.00 am sharp without fail and shall not leave the court/branch before 5.00 pm. To ensure that staff members regularly attend Courts/Branches during office hours, all the Ld. Judicial Officers/Officer In-Charges are hereby requested to check the said Attendance Registers at random to ensure compliance of the office timings by staff members.

All the staff members are further directed to display their Office Identity Cards properly during office hours and adhere to formal dress code as appended below while on duty.

Male Officials : Shirt (preferably plain), Trousers and Formal Shoes.

Female Officials : Saree, Suit with Dupatta or Pant-Shirt

**(T-shirt, Jeans, Casual Shirt, Jooties, Sport Shoes or Loafer Shoes are strictly prohibited)**

Further, all the Orderlies, Peons, Chowkidars, Farash and Safai Karamcharies shall attend the office in proper dress/uniform i.e White Shirt & Navy Blue formal pants (**not Denim Jeans**) for male officials & Sky Blue (Light Blue) Suit Salwar with White Dupatta for female officials.

All the Ld. Judicial Officers/Officer In-Charges/HOO/CO are requested to ensure that the staff working under them complies with the aforesaid directions in letter and spirit.

In case any official violates the aforesaid directions, Ld. Judicial Officers and Ld. Officer In-Charges/HOO/CO of respective Courts/Branches are requested to issue warning in writing to the erring official at their own end. In case, no improvement is seen in the conduct of the said official, name of the erring official and action taken report along-with relevant documents be forwarded to the undersigned for necessary action.

**Non-compliance of above directions will be viewed seriously and will attract disciplinary action against the erring official.**

*NK*  
(NAROTTAM KAUSHAL)

PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)

No. 27528-728 Cir/Admn-I, II & III/P & T/HQs/2023

Dated, Delhi the 25 JUL 2023

**Copy forwarded for information and necessary action to:-**

1. The Ld. Principal District & Sessions Judge, West/NDD/East/North-East/Shahdara/South/South-East/North/North-West/ South-West, Delhi/ New Delhi.
2. Ld. Principal District & Sessions Judge-cum-Special Judge (PC Act), CBI, Rouse Avenue Court Complex, New Delhi.
3. All the Ld. Judicial Officers (DHJS & DJS), Central District, Tis Hazari Courts, Delhi with the request to circulate amongst all staff members posted under their control.
4. All the Sr.A.O J)/AO (J)/ Accounts Officers/Asstt. Accounts Officers/Branch In-Charges, Central District, Tis Hazari Courts, Delhi.
5. The Personal Office of the undersigned.
6. The Dealing official, Layers, Computer Branch, Central District, Tis Hazari Courts, Delhi.
7. The Web-site Committee, Tis Hazari Courts, Delhi.

*NK*  
PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)

DELHI