

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

**CIRCULAR**

It has come to the notice of the undersigned that some of Ld. Judicial Officers/Officers/Officials do not declare the occupation status of their spouse for making entry in their Service Book record, which is required for the purpose of settlement of various claims like LTC/Tuition Fee/Medical Reimbursement etc. and also for the issuance of No Objection Certificate (NOC) to their spouse, who are working in other Departments for not claiming above facilities from this Department.

Therefore, all the Ld. Judicial Officers/Officers/Officials, who have not yet furnished their spouse occupation details to be added in their Service Book, are requested to declare the working status of their spouse for processing their future claims as per rules. Further, they also requested to submit the **self attested copies of Aadhaar Card, date of birth proof of their spouse and ID proof of concerned Department** (in case working in Govt/Pvt. Department).

This Circular is issued with prior approval of Ld. Competent Authority.

12/04/2024  
**MURARI PRASAD SINGH**  
Head of Office  
Judge, Family Courts (Central), THC, Delhi.

Dated, Delhi, the **2 APR 2024**

No. **24277 - 24477**  
/Accts.(HQs.)/2024

**Copy forwarded to:**

1. The Registrar General, Hon'ble High Court of Delhi, with the request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff of this office posted under their kind control.
2. The Principal District & Sessions Judge, West, North, North West, East, North East Shahdara, New Delhi, South, South-East, South- West, RACC with the request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff posted in their respective district.
3. The Principal Judge, Family Courts, Dwarka with the request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff posted in diverted capacity.
4. The Director, Delhi Judicial Academy, Dwarka, Delhi request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff posted in diverted capacity.
5. All Judicial Officers (Central District), Tis Hazari Courts, Delhi with the request that these instructions may be brought to the notice of the staff under their control.
6. Ld. Member Secretary, National Legal Services Authority with the request that these instructions may be brought to the notice of the staff under their control.
7. The Registrar General, National Green Tribunal, Principal Bench, New Delhi with the request that these instructions also be brought to the notice of Ld. Judicial Officers and staff posted in your Department in diverted capacity or on deputation basis.
8. Railway Magistrate, Old Delhi Railway Station, Delhi with the request that these instructions may be brought to the notice of the staff under their control.
9. Delhi Legal Service Authority, Central & West (THC), New Delhi (PHC), East, North East & Shahdara (KKD Courts), South & South East (Saket Courts), North & North-West (Rohin Courts) and South West (Dwarka Courts) with the request that these instructions may be brought to the notice of the Ld judicial Officers and staff posted in diverted capacity or on deputation basis.
10. All the Drawing & Disbursing Officers, Central, West, North, North West, East, North East Shahdara, New Delhi, South, South-East, South-West for information and necessary action.
11. All Spl. Metropolitan Magistrates, Delhi Jal Board, Jal Sadan, Kanhaiya Nagar, Lajpat Nagar & Yojna Vihar with the request that these instructions also be brought to the notice of the staff of this office posted under their control.
12. Sr. Administrative Officer (1) Administrative Officer (1)/ Sr. Accounts Officer/Accounts Officer/Branch In-charge at Tis Hazari Courts, Dell with the direction to bring above circular to the notice of the staff under their control.
13. All the Judicial Officers in Juvenile Justice Board, Delhi New Delhi with the request that these instructions be brought to the notice of the staff in diverted capacity
14. All the Judicial Officers in Beggars Court, Sewa Kutir, Kingsway Camp, Delhi with the request that these instructions be brought to the notice of the staff in diverted capacity.
15. Website Committee with the request to upload the same on the website of Delhi District Courts

Head of Office  
Judge, Family Courts (Central), THC, Delhi.