

OFFICE OF THE DISTRICT & SESSIONS JUDGE : WEST : DELHI

C I R C U L A R

It has been directed time and again that requisition for deputing a substitute Sr. PA/PA be made only if both the Sr. PAs/PAs posted in the Court happen to be on leave simultaneously. But despite the said directions, it has been noticed that requisitions are being made by some of the Judicial Officers for providing substitute Sr. PA/PA even if one Sr. PA/PA is available in the Court.

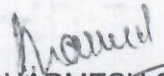
Vide Orders dated 09.01.2020 of Ld. District & Sessions Judge (HQs), Delhi, the undersigned has to ensure the posting of two Sr.PA/PA in the Court of the Officers of DHJS and one Sr.PA/PA in the Court of the Officer of DJS, as per their entitlement, from the existing strength in this District. There are 15 Courts of the Officers of DJS in the West District where only one Personal Assistant is posted in each Court.

It is, therefore, again impressed upon all the Judicial Officers of West District that this Office is facing shortage of Sr. PAs/PAs, therefore, a substitute Sr. PA/PA at the first instance shall be provided to the Court where both the Sr. PAs/PAs attached to the Court are on leave. After meeting with the requirement, if any Sr.PA/PA is left, only then the officer can be provided a Sr. PA/PA where only one Sr. PA/PA is on leave.

All the Chairmen/Chairpersons/members of various committees are requested to utilize the services of the Personal Assistants and Orderlies posted in their courts during the meetings.

All the Sr. PAs/PAs and Orderlies posted in the Courts of West District are hereby directed to report for duty in the Office at 10 AM sharp as and when their presiding officer happens to be on leave/training.

All the Officers of Delhi Judicial Services are hereby impressed upon to relieve one of their Personal Assistants immediately as and when request is made by the Office of undersigned for deputing to the Court(s) to meet out the requirements in exigencies.


(DHARMESH SHARMA)
District & Sessions Judge (West),
Tis Hazari Courts, Delhi

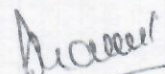
Delhi, dated.....17/01/2020

2005-2006

No.Admn/D&SJ/West/2020

Copy forwarded for information & necessary action to:

- 1 All the Judicial Officers, West District, Tis Hazari Courts, Delhi
- 2 Administrative Officer (Judicial), Administration Branch-I, Central District, THC, Delhi
- 3 All the Branch-in-charges, West District, THC, Delhi
- 4 Personal Office of undersigned
- 5 R&I Branch for uploading on LAYERS
- 6 R&I Branch for uploading on Centralized Website through LAYERS


District & Sessions Judge (West),
Tis Hazari Courts, Delhi