

OFFICE OF THE DISTRICT & SESSIONS JUDGE : WEST : DELHI

C I R C U L A R

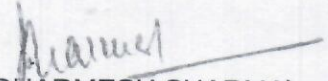
It has been noticed that some of the staff members of West District report in the Courts/Branches at around 10 O'Clock and it takes 10-15 minutes to start their Court/Official work after marking their attendance and completing other formalities. It is advised to all the staff members of West District to ensure that they reach their Courts/Branches well in time before 10 O'Clock so that the Courts/Branches shall start functioning sharp at 10 O'Clock.

The daily attendance sheet duly forwarded by the concerned Presiding Officer/Administrative Officer (Judicial)/Branch-in-charge/AAO should reach the office at 10.00 AM.

In the absence of Ld. Presiding Officer, the attendance sheet shall be forwarded by the Reader of the Court concerned.

In the absence of Administrative Officer (Judicial)/Branch-in-charge/AAO, the attendance sheet shall be forwarded by the senior most official with the endorsement that the Administrative Officer (Judicial)/Branch-in-charge/AAO concerned is on leave.

Non compliance will be viewed seriously.

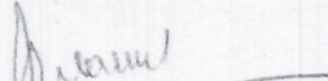

(DHARMESH SHARMA)
District & Sessions Judge (West),
Tis Hazari Courts, Delhi

2297. 2373
No.Admn/D&SJ/West/2020

Delhi, dated 20/11/2020

Copy forwarded for information & necessary action to:

- 1 All the Judicial Officers, West District, Tis Hazari Courts, Delhi with the request to bring into the notice of staff working under their control for compliance.
- 2 All the Branch-in-charges/AAO/Sr. Judicial Assistant/JA of Branches of West District with the direction to bring into the notice of the staff working under their control for strict compliance.
- 3 Administrative Officer (Judicial), Administration Branch-I, Central 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