MOST URGENT

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (EAST), 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 A.M. to 1:30 P.M. and 02:00 P.M. to 05:00 P.M., are not displaying their office ID cards properly and are not following the prescribed dress code, as well.

Therefore, all the staff members are once again directed to attend their duties well in time and be on their respective seats by 10:00 A.M. sharp without fail and shall not leave the office premises before 05:00 P.M. To ensure adherence to these instructions, all the Presiding Officers/Officers-in-Charge are requested to randomly inspect the attendance registers.

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-shirts, Jeans, Casual Shirts, Jooties, Sport Shoes etc. are strictly prohibited)

Further, all the orderlies, peons, chowkidars, farash and safai karamcharis are expected to turn-up on duty in proper prescribed uniform i.e. white shirt & navy-blue formal pants (not denim jeans) for male officials and sky blue/light blue suit salwar with white dupatta for female officials. If any of such employee is found to be attending to duty without wearing uniform regularly, it shall attract disciplinary proceedings.

All the Judicial Officers are requested to ensure that the staff working under them complies with the aforesaid directions in letter & spirit.

(Vinod Kumar)

Principal District & Sessions Judge, East District
Karkardooma Courts, Delhi

No. 6573-6629/Pr. D&SJ/Admn/East/2025 Dated 03 JUN 2025

Copy forwarded for information and necessary action to:

1. All the Judicial Officers (DHJS & DJS)/ Officers-in-charge, posted in East District, Karkardooma Courts Delhi, with the request to disseminate among the staff members under control.
2. PS to undersigned.
3. The A.O. (J)/Branch-in-charge/Accounts Officer/AAO, East District, Karkardooma Courts Delhi, to ensure compliance.
4. For uploading on LAYERS.
5. For uploading on Official Website.

Principal District & Sessions Judge, East District
Karkardooma Courts, Delhi