

C-631  
17/08/18

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

**CIRCULAR**

It is requested to all Judicial Officers & members of staff, **who are availing medical facility** from this office in respect of their dependant family members, to submit a declaration regarding dependency of such members along with a copy of Aadhaar Card, PAN card and Bank passbook of such dependent, **every year in the month of January (performa overleaf)**, failing which, medical bills shall not be processed by this office. **However, in respect of the year 2018, such declaration must reach this office latest by 25<sup>th</sup> August, 2018 along with the above mentioned documents.**

Further, in respect of those Judicial Officers as well as members of staff, ~~who wish to avail medical facility from this office in respect of their dependent family members~~, may also submit their request along with the above mentioned declaration and documents.

5/9/18  
**(PAWAN KUMAR JAIN)**  
HEAD OF OFFICE  
PO - MACT (CENTRAL)  
TIS HAZARI COURTS, DELHI

No. 51605-775 /Acctts (HQ)/2018

Dated: 09/08/2018

Copy forwarded to:

1. Ld. District & Sessions Judge's Office, Room No.302-A.
2. The Registrar General, Delhi High Court, with the request that these instructions may kindly be brought to the notice of the staff posted in diverted capacity.
3. Principal Judge, Family Courts, Dwarka with the request that these instructions may be brought to the notice of the staff posted in diverted capacity.
4. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to the circulate the same to staff posted in Judicial Academy in diverted capacity.
5. All Judicial Officers (Central District) Tis Hazari Courts, with the request to these instruction may be brought to the notice of the staff under their control.
6. The Registrar General, National Green Tribunal, Principal Bench, New Delhi with request that these instructions also be brought to the notice of staff posted in your department.
7. Railway Magistrate, Old Delhi Railway Station, Delhi.
8. Delhi Legal Service Authority, West (THC), New Delhi (PHC), East, North East & Shahadara (KKD), South and South East (Saket), North & North West (Rohini) and Dwarka District with the request that these instruction may be brought to the notice of the staff posted in diverted capacity.
9. All Ld. Drawing & Disbursing Officers, West, New Delhi, East, North East, Shahadara, South, South East, South West, North and North West District with request that these instructions may be brought to the notice of the staff posted in your District.
10. All Spl. Metropolitan Magistrates, Delhi Jal Board, Jal Sadan, Kanyhaiya Nagar, Lajpat Nagar & Yojna Vihar with the request that these instructions also be brought to the notice of the staff under their control.
11. Sr. Administrative Officer (J)/ Administrative Officer (J)/Sr. AO/AO /PRO/ APRO/ Branch In-charge at Tis Hazari Courts, with the direction to circulate the same among the staff under their control.
12. All Juvenile Justice Board, Delhi/New Delhi with request that these instructions be brought to the notice of the staff in diverted capacity.
13. Beggars Court, Sewa Kutir, Kingsway Camp, Delhi with request that these instructions be brought to the notice of the staff in diverted capacity.
14. Website committee with request to upload the same on website of Delhi District Courts.

**RAJ KUMAR KUNDOO**  
DRAWING AND DISBURSING OFFICER (CENTRAL)  
TIS HAZARI COURTS, DELHI

32 Circulated  
overleaf  
10/08/18

आदेशिका  
Drawing & Disbursing Officer  
District & Sessions Judge  
Tis Hazari Courts, Delhi

**AN UNDERTAKING TO BE GIVEN BY GOVERNMENT SERVANT**

I,.....(Name, Designation and Employee code of the Government Servant), do hereby undertake that:

1. My parents, sisters, widowed sisters, widowed daughters, minor brothers, children, stepchildren, divorced / separated daughters, stepmother or Parents / Parent in laws (in case of female Government Servants), whose details are given below, are totally dependent upon me.

S. No.	Name of the dependent family member.	Relationship with the Government Servant	Date of birth

2. That there is no other source of income or income from all the sources is less than Rs. 9000/- per month.
3. At present, he/she/they are residing with me or at \_\_\_\_\_ (reason to be given if such dependant is not residing with the Government Servant who wishes to seek the benefit).
4. Copy of date of birth proof, PAN Card, Bank Passbook and Aadhar Card of the above said family is/are enclosed herewith for reference.
5. That the above information is correct in all aspect.
6. That if the information or part of the information is found false or incorrect, I shall be liable for disciplinary action besides legal action as deem it appropriate by the Department.
7. In such case, I shall be liable to refund the total claim amount to this office along with penal interest.

**(Government Servant Name & Signatures)**  
S/o, D/o \_\_\_\_\_, Designation \_\_\_\_\_  
EC: \_\_\_\_\_ Aadhar Number \_\_\_\_\_  
Place of Posting \_\_\_\_\_

**AN UNDERTAKING TO BE GIVEN BY DEPENDENT/ASPIRING FAMILY MEMBERS INDIVIDUALLY**

I,.....(Name of Dependent Family Member, Relationship with Government Servant), do hereby undertake that :

1. I am parents, sisters, widowed sisters, widowed daughters, minor brothers, children, stepchildren divorced / separated daughters, stepmother or Parents / Parent in laws (in case of female Government Servants). of Government Servant, I am totally dependent upon Government Servant.
2. I have no other source of income or my income from all the sources is less than Rs. 9000/- per month i.e. income from all sources including Pension/Family Pension, Rental income, FDR etc.
4. At present, I am residing with Government Servant or at..... (Reason to be given if such dependant is not residing with the Government Servant who wishes to seek the benefit).
5. Copies of my date of birth proof, PAN Card, Bank Passbook and Aadhar Card have been enclosed herewith for reference.
6. That the above information is correct in all aspect.
7. That if the information or part of the information is found false or incorrect, I shall be liable for disciplinary action besides legal action as deem it appropriate by the Department.

**(Name & Signatures of the Dependent Family Member)**  
Aadhar Number \_\_\_\_\_