आज़ादी का
अमृत महोत्सव

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH)
ROHINI COURTS, DELHI

CIRCULAR

All the Judicial Officers (DHJS/DJS) who are in the Payroll of North District, Rohini Courts, Delhi are requested to kindly consider the guidelines at Annexure B (copy enclosed) as discussed in the meeting of HOO/DDO's of all District duly approved by the then Ld. District & Sessions Judge (HQ), Delhi while purchasing/ claiming various reimbursement.

Controlling Officer
O/o The Principal District & Sessions Judge (North)
Rohini Courts, Delhi

No.22383-22421/Contigency/Accts/North/RC/22 Dated 30/07/2022

Copy forwarded to: -

1. PS to Ld. PD&SJ (North), Rohini Courts, Delhi.
2. All the readers posted in North District, Rohini Courts, Delhi with the request to bring the circular in the kind notice of Ld. Judicial Officers.
3. The In-charge (Computer Branch), North District, Rohini Courts, Delhi may also be requested to upload the Circular along with Annexure on the Official Website of the Office.

Controlling Officer
O/o The Principal District & Sessions Judge (North)
Rohini Courts, Delhi

ANNEXURE "B"

GUIDELINES & INSTRUCTIONS FOR STRICT ADHERENCE WHILE RELEASING FUNDS TO JUDICIAL OFFICERS & MAKING REIMBURSMENT OF CLAIMS

A. Electricity & Water Reimbursement:-

Present Procedure:- Benefit of this reimbursement has been extended to Judicial Officers under the notification of GNCT of Delhi dated 21/06/2006 and reimbursement is made to Judicial officers against paid copies of bills for **maximum of 2 Connections installed at the residence of officer**. Presently reimbursement is also made in respect of Connection which is either in the name of officer Or any family Member in terms of Committee's recommendations duly approved by the then Ld. District & Sessions Judge dated 05/08/06(copy enclosed " A").

Resolved:- It is unanimously resolved that connection against which reimbursement **is claimed should be installed at the address of Judicial Officer as entered in his/her official record**. Further following checklist point must be attended to by the Accounts Branch:-

1. Electricity/Water paid bills in original Or self-attested copies must contain detail of consumption, User name, CA No, LPSC(if any) along with payment proof and Mode of payment.
2. Bills should be reimbursed after excluding LPSC, Other Charges(wire changing, Load enhancement , penalties etc.). it must be restricted upto consumption of billing period including taxes.
3. Reimbursement should be restricted upto Maximum of 2 Connection as already recommended by the Committee and approved by Ld. District Judge Delhi vide his order dated 05/08/2006 and should only be upto entitlement as given in notification no.F.6/30/02-Judl//3740 dated 21/06/2006.
4. Dealing official shall ensure that reimbursement should be made upto maximum of two CA No. in same address which should be official address mentioned in Service book officer concerned.
5. It must be ensured that Mode of payment exceeding Rs.5000/- of electricity and water bills by Judicial Officer should be by way of cheques, credit card or means that is channelized through Bank in terms of instruction of Hon'ble High Court of Delhi conveyed vide Circular dated 03/04/2017.

B. Telephone(Landline):-

Present Procedure:-Reimbursement is made upto entitlement against original paid bills in terms of Receipts & Payment Rules.

Resolved:- It is unanimously resolved that reimbursement of telephone(landline) connection should be **only Connections installed at the residence of Judicial officer as given in official record of the officer**. Further following checklist in respect of telephone claim must be attended to by Office:-

1. Telephone paid bills must be submitted by Judicial officer in original for reimbursement with receipt of payment in terms of 'Payment & Receipt Rules'. The bills showing last payment will also be considered as proof of payment.

2. It must be ensured that reimbursement of telephone bills of Judicial officers starts after the Sanction of such connection has been obtained by Judicial Branch from GNCT of Delhi.

3. Reimbursement of Landline telephone bills may also be given Judicial officers of other Service Provider other MTNL OR BSLN subject to condition that it should not exceed the monthly MTNL rates in terms of GNCT of Delhi letter dt 1st March,2012 endorsed to all Districts vide endorsement dt.13th March,2012.(copy enclosed at Annexure "B")

4. It must be ensured that Information to HOD has been conveyed by Judicial Branch in case officer changes the Service provider other than existing.

5. It must be ensured that Mode of payment exceeding Rs:5000/- of telephone bills by Judicial Officer should be by way of cheques, credit card or means that is channelized through Bank in terms of instruction of Hon'ble High Court of Delhi conveyed vide Circular dated 03/04/2017.

C. **Petrol/Diesel Reimbursement:-**

Present Procedure:- Benefit of this reimbursement has been extended to Judicial Officers under the notification of GNCT of Delhi dated 21/06/2006(copy enclosed at annexure "C"). The reimbursement is being made upto entitlement of Officer on the basis of Utilization Certificate given by Judicial Officer in terms of recommendations duly approved by the then Ld. District & Sessions Judge, Delhi vide order dated 06/09/06(copy enclosed at annexure "D")

Resolved :- The checklist point before initiating the processing of reimbursement will be as under-:

1. It must be ensured that Judicial officer clearly Mentions whether Officer wants reimbursement of 'Petrol' OR Diesel. Mere mentioning of 'Fuel Charges' will not work.

2. If the officer is on leave for Full Calendar Month, the Officer shall not be entitled for reimbursement of Petrol/Diesel Charges, be it Official Or Personal Use in terms of TA rules.

3. No reimbursement of Petrol/Diesel should be allowed during Maternity leave/Child Care leave.

Other rules/norms governing Petrol/Diesel reimbursement shall remain same as proposed by Committee and approved by District Judge Delhi(as mentioned above) and Circulars of Pool Car Branch issued from time to time(copies enclosed at annexure "E").

D. **Newspaper & Magazine Charges:-**

Existing Procedure:- The benefit is being extended to Judicial Officers and entitled ministerial staff on the basis of Hon'ble High Court of Delhi order dated 24/10/2005(copy enclosed at annexure "F"), GNCT of Delhi OM dated 25/09/2003 (copy enclosed at annexure "G")and Circular dated 16/03/05 regarding Ceiling of per month Amt.

Resolved :- It is unanimously resolved that reimbursement Should be ordered only against the original Cash Memo of Vendor having name of Agency/Vendor and Name of Judicial Officer whom Newspaper being supplied. Following should be the checklist point before initiating the process of reimbursement:-

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1 It must be ensured by dealing official that bills enclosed by Judicial officer should be legible and clearly specify name of Newspaper and Magazine, quantity and rate thereof.

2 it should also be ensured that Bill enclosed must have name of Officer, Month and year for which claim is being sought.

3 Claimed Newspaper and Magazines should be of Indian edition/origin only and It should be certified by Judicial officer that Newspaper & Magazine purchased by him/her is of Indian origin only

4 The bills submitted must not pertains to more than the entitled Newspaper & Magazines,, the officer should specify the names of Claimed Newspapers and Magazines which she/he intends to claim.

E Brief Case/Office Bag/Ladies Purse:-

Existing Procedure:- The benefit is being extended to Judicial Officers and entitled ministerial staff on the basis of this office Circular dated 10/03/2014. The bills are taken original and Block year is determined from the date of purchase as per GNCT of Delhi Circular dated 27/09/2013(copy enclosed at annexure "H").

Resolved :- It is unanimously resolved that reimbursement Should be made against the purchase bill/invoice of authorized dealer having full particular of registration under the taxation law. Following should be the checklist point before initiating the process of reimbursement:-

1 Purchase bill/invoice should be of authorized dealer having TIN Number/CST No.

2 The reimbursement shall be made only for one brief case/office bag/ladies purse for whole block of 3 year upto the entitlement. The Block year shall be calculated from the date of Purchase

3 No reimbursement shall be allowed on Cash Memo.

4 Advance under the scheme is neither available nor permissible..

5 Entry of Block year should be made in Service Book of Officers/Officials by Officials maintaining Service book.

6 It must be ensured that Mode of payment exceeding Rs.5000/- of Office Bag/Brief Case/Ladies Purse bills by Judicial Officer and Entitled ministerial Staff should be by way of cheques, credit card or means that is channelized through Bank in terms of instruction of Hon'ble High Court of Delhi conveyed vide Circular dated 03/04/2017.

F Camp Office:-

Existing Procedure:- The benefit is being extended to Judicial Officers against GNCT of Delhi letter dated 22/10/2008(copy enclosed) and further enhancement letter from Rs. 93000/-to Rs.125,000/- vide letter dated 29/03/2012(copy enclosed) for block of 5 years. The reimbursement is being made only on "Utilization Certificate & Undertaking" of officer in terms of

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recommendation of the then Committee and approval of the then Ld. District & Sessions Judge dated 03/12/2008

Resolved :- In the light of present 'Circular' of Hon'ble High Court of Delhi dated 03/04/2017 It is unanimously resolved that instructions given in Circular of should by adopted by letter and spirit and as the 'Camp office Facility' is also of Reimbursement nature It is required that reimbursement should be made against the original/copies of purchase bills of items. Following should be the checklist point before initiating the process of reimbursement:-

1 Purchase bill/invoice should be of authorized dealer having TIN Number/CST No.

2 Advance is neither provisioned nor permissible under the scheme. Judicial officers will have to firstly purchase items and then shall submit their claim.

3 Items purchased under the scheme should be strictly as mentioned in OM dated 22/10/2008 and 29/03/2012 and must be only those items required for maintaining Camp Office. No items should be purchased which is being provided by the office.

4 Items like Home Theater, Music Systems are not allowed for reimbursement.

5 The Block of 5 years should be counted from the end of last block year as applicable as per calendar year so that by the end of the block year depreciation value comes to 'Nil'.

6 It must be ensured that Mode of payment exceeding Rs.5000/- of items of Camp Office items by Judicial Officer and Entitled ministerial Staff should be by way of cheques, credit card or means that is channelized through Bank in terms of instruction of Hon'ble High Court of Delhi conveyed vide Circular dated 03/04/2017.

7 In case the officer has utilized items of camp office for at least two years on the date of retirement/voluntary retirement, no recovery or deduction shall be effected in terms of Para C of GNCT of Delhi letter dated 29/03/2012. Date of utilization of 2 years shall be counted from date of purchase of items.

8 In case of Lapse of a particular block year the same could not be claimed with next block year.

9 The amount of Camp Office shall be liable to be **utilized in the first Quarter(i.e first 3 months) of starting of the block year** thereafter no claim of reimbursement shall be entertained. Since as per letter dated 31/03/16 the Block year shall start from the date of purchase, therefore it is purposed that some time limit for purchasing the Technical devices should be given

10 The annual rate of depreciation on these equipments would be as below-:

Period	Rate of Depreciation
06 or More month upto 1 year	50%
01 to 2 year	25%
On completion of 2 year	Nil

G Robe Allowance:-

Existing Procedure:- The Robe allowance is being extended @ Rs.6000/- for block of 3 years to Judicial Officers in terms of acceptance of recommendations of Justice E-Padamnabhan(Retd.) Committee. The

allowance is given to Judicial officers on submission of application in this regard in Accounts Section

Resolved :- As it is allowance the competent Authority may provide necessary amendment in existing procedure as deem fit, if required. However, Following Points should be taken into account for reimbursement.

1. The Block year of Judicial officers inducted after 1.1.2006 shall commence from the date of Joining.
2. The allowance shall be allowed by the office only on submission of application by the Judicial Officer Concerned.

H DEPRECIATION ON ITEMS

Depreciation in respect of Items purchased in respect of "Technology Devices" and Camp office shall be calculated from the Date of Purchase of each items. ***'Technology Devices'*** and ***'Camp office'*** wherein depreciation amount is required to be deposited, the criteria of six months or more (*left for retirement/vol.retirement*) shall be considered as one year in terms of letter of GNCT of Delhi dated 22/10/2008. Further, In case any deduction is left over due to oversight or any other reasons in respect of retiring officer, the same may be deducted from the "Post-Retirement benefit/claims "(i.e, Domestic Help Allowance or from arrears if any). After the completion of block year the depreciation of articles/items will be "NIL" The depreciation value of **Camp Office Allowance** shall be calculated as per follow-:

Period	Rate of Depreciation
06 or More month upto 1 year	50%
01 to 2 year	25%

Other Proposals:-

1. **Reimbursement/Payment claims of Judicial officers in respect of all claims mentioned above shall be processed from Accounts Section after receipt of application from Judicial officers.**
2. **All claims should bears the "Payment Proof & Mode of Payment" i.e, payment made by cheque, credit card/debit card or net banking etc. In case, the payment is made by 'Cash' of any bill having bill amount exceeding Rs.5000/-, the claim shall not be processed/reimbursed in terms of instruction contained in Circular of Hon'ble High Court of Delhi.**

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if any claim of officers remains unclaimed beyond 2 years, the officer concerned shall give cogent reason to the satisfaction of HOD for not preferring the claim within 2 years at the time of preferring claim with application in terms of General Financial Rules.

4. All Judicial officers are required to depute Reader/PS to maintain record of their claims and reimbursement to minimize the enquiry from Accounts Section on casual manner for smooth functioning of Accounts Work.

5. It is also desired that Judicial officers do not call upon officials of Accounts Branch for enquiry purpose in their respective Court/Chambers unless it necessitate. Any enquiry may be done on telephone or in writing for disposal at the end of Accounts section.

Note:- In the light of instructions contained in Hon'ble High Court's Circular dated 03/04/2017, it is highly recommended that all the claims of Judicial Officers should be processed after payment by the Judicial officers concerned and then submit the same in Accounts Branch for reimbursement.