OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT : ROHINI COURTS : DELHI

CIRCULAR

Sub: Directions regarding court timings.

With reference to circular no. 550/10361-10471/Surprise Visit/2022 dated 05.04.2022 of the Ld. Principal District & Sessions Judge (Hqs), Tis Hazari Court, Delhi, all the Judicial Officers (DHJS & DJS) of North District are hereby once again impressed upon to observe punctuality in adhering to the court timings (copy enclosed).

Attention of all the Judicial Officers is drawn to the instructions conveyed vide letter no. 12416/DHC/Gaz/G-14/2008 dated 30.04.2008 and no. 97/RG/DHC/2018 dated 20.08.2018 of the Hon'ble High Court of Delhi (copy enclosed).

Intimation regarding any kind of leave must reach to the office of undersigned (i.e. Judicial Branch) before 10:00 AM without fail, so that compliance of letter no. 4118-30/DHC/Gaz/G-3/2021 dated 12.11.2021 of Hon'ble High Court of Delhi and circular no. 34088-34132/Judl./North/RC/2021 dated 15.11.2021 issued by this office could be done (copy enclosed).

(VIMAL KUMAR YADAV)
Principal District & Sessions Judge
North-District, Rohini Courts, Delhi.

No. PD&SJ(N)/Sectt./RC/2022/ 11830-11872 Dated 30/11/2022

Copy forwarded for information and compliance to :

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
4. All the Ld. Judicial Officers, North District, Rohini Courts, Delhi.
5. A.O.(J)/Branch In-Charge, Judicial Branch, North District, Rohini Courts, Delhi.
6. The Website Committee, North District, Rohini Courts, Delhi for uploading.
7. The Branch In-charge, R&I Branch for uploading on LAYERS.
8. The Record Officers(RTI), North District, Rohini Court, Delhi.
9. PS to the undersigned(s).

30/11/22
Principal District & Sessions Judge
North-District, Rohini Courts, Delhi.

646
6/4/22

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs) : DELHI

CIRCULAR

It has been observed that some Judicial Officers are not adhering to the court timings, as they come to court after 10.00 am and leave before 04.00 pm. Attention of all the Judicial Officers is drawn to the instructions conveyed vide letter No.12416/DHC/GAZ/G-14/2008 dated 30.04.2008 and No.97/RG/DHC/2018 dated 20.08.2018 of the Hon'ble High Court of Delhi (copies enclosed).

It is therefore, impressed upon all the Officers of Delhi Higher Judicial Service and Delhi Judicial Service of Central District, Tis Hazari Court, Delhi to strictly adhere to the court timings.

जिला एवं सत्र न्यायालय (उत्तर पश्चिम)
Office of District & Sessions Judge (NW)
रोहिणी कोर्ट कॉम्प्लेक्स/Outside Record Section
डायरी सं./Diary No. 1201
06 APR 2022
Rohini Courts Complex, Delhi

Girish Kathpalia
05.04.2022

(GIRISH KATHPALIA)
Principal District & Sessions Judge (HQs)
Delhi

No. 550/10361-10427/Surprise Visit/2022 Dated, Delhi the 05 APR 2022

Sub : Circular regarding court timings.

Copy forwarded to :

1. The Registrar General, High Court of Delhi, New Delhi, for information.
2. The Ld. Principal District & Sessions Judge, all court complex, Delhi/ New Delhi. (North)
3. The Ld. Principal Judge, Family Courts (Hqs), Dwarka, New Delhi.
4. The Director (Admn.), Delhi Judicial Academy, Dwarka, New Delhi.
5. All the Officers of Delhi Higher Judicial Service and Delhi Judicial Service, Central District, Tis Hazari Court, Delhi for strict compliance.
6. The R& I Branch for uploading on layers.

Principal District & Sessions Judge (Hqs)
Delhi

Ld. OIC (Judl.)
PA to PJ/North
6/4/2022

Received today at 2:30 PM
6/4/22

MOST IMMEDIATE

No.: 12416 /DHC/GAZ/G-14/2008

From:

The Registrar (Vigilance),
Delhi High Court,
New Delhi.



To

1070
30/4/08

The District & Sessions Judge,
Delhi.
New Delhi, dated the 30/4/08

Sub: Strict adherence to working hours and court timings by the Judicial Officers.

Sir,

I am directed to say that the Delhi High Court Rules and Orders, Volume-I, Chapter 1, Part-A, provides as under about court hours of Civil Courts :-

> "1. Court Hours – All Civil Courts in Punjab and Delhi shall sit at the same hour on every day that is not a holiday for Civil Courts. The ordinary Court hours are from 10 A.M. to 4 P.M. .....The working hours for offices attached to Civil Courts are from 10 A.M. to 5 P.M."

Further the Delhi High Court Rules and Orders, Volume-III, Chapter 1, Part -A, provides as under about court hours of **Criminal Courts:-**

> "1. Court Hours – (1) All Criminal Courts in Punjab and Delhi shall sit at the same hour on every day that is not a holiday for Criminal Courts. The ordinary Court hours are from 10 A.M. to 4 P.M. ..... The working hours for offices attached to Criminal Courts are from 10 A.M. to 5 P.M."

It has been observed that some judicial officers are not observing punctuality in adhering to the working hours and the court timings as directed vide this Court's letter dated 7th November, 2005 **(copy enclosed).**

Hon'ble the Acting Chief Justice and Hon'ble Judges of this Court have taken a serious view of the matter and have been pleased to direct that all the judicial officers should observe strict adherence to working hours and observe punctuality in adhering to court timings between 10.00 A.M. and 4.00 P.M. and should sit in their courts by 10.00 A.M. sharp.

These directions may please be conveyed to all judicial officers for strict compliance.

Yours faithfully,

(R.K.GAUBA)
REGISTRAR (VIGILANCE)

IN THE HIGH COURT OF DELHI AT NEW DELHI

No. 97/Rls/DHC/2018
Dated 20/09/2018

CIRCULAR

Hon'ble the Chief Justice has been receiving several complaints with regard to late sitting of Judicial Officers in the Courts in the morning and post lunch session. Hon'ble the Chief Justice has also received complaints that Judicial Officers are doing judicial work, while sitting in their Chamber, without even hearing lawyers and litigants.

Hon'ble the Chief Justice has taken serious exception to such practices and has been pleased to direct that all the Judicial Officers should observe strict adherence to working hours and observe punctuality in adhering to court timings between 10.00 A.M. and 4.00 P.M. and should sit in their courts by 10.00 A.M. sharp. The Judicial Officers may retire to their chambers only after finishing their judicial work.

This is issued with the approval of Hon'ble the Chief Justice.

(Dinesh Kumar Sharma)
Registrar General

Copy forwarded for information & necessary action to:

(i) District & Sessions Judge (HQ), Tis Hazari Courts, Delhi
(ii) District & Sessions Judge (NW), Rohini Courts, Delhi
(iii) District & Sessions Judge (South), Saket Courts, Delhi
(iv) District & Sessions Judge (SW), Dwarka Courts, Delhi
(v) District & Sessions Judge (North), Rohini Courts, Delhi
(vi) District & Sessions Judge (SE), Saket Courts, Delhi
(vii) District & Sessions Judge (East), Karkardooma Courts, Delhi
(viii) District & Sessions Judge (New Delhi), Patiala House Courts, New Delhi
(ix) District & Sessions Judge (Shahdara), Karkardooma Courts, Delhi
(x) District & Sessions Judge (North East), Karkardooma Courts, Delhi
(xi) Principal Judge, Family Court (HQ), Dwarka, Delhi
(xii) District & Sessions Judge (West), Tis Hazari Courts, Delhi

HIGH COURT OF DELHI **Most Immediate**
Shershah Road, New Delhi

No. 4118-3/DHC/Gaz./G-3/2021/ Dated: 12/11/2021

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To,

1. The Principal District & Sessions Judge (Headquarter), Tis Hazari Courts, Delhi.
2. The Principal District & Sessions Judge, South District, Saket Courts, Delhi.
3. The Principal District & Sessions Judge, East District, Karkardooma Courts, Delhi.
4. The Principal District & Sessions Judge, South-West District, Dwarka Courts, Delhi.
5. The Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
6. The Principal District & Sessions Judge, South-East District, Saket, Delhi.
7. The Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.
8. The Principal District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi.
9. The Principal District & Sessions Judge, North-West District, Rohini Courts, Delhi.
10. The Principal District & Sessions Judge, North District, Rohini Courts, Delhi.
11. The Principal District & Sessions Judge-cum-special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
12. The Principal District & Sessions Judge, North-East District, Karkardooma Courts, Delhi.
13. The Principal Judge, Family Courts (Headquarter), Dwarka, Delhi.

Sub: **"Directions regarding advance updation of leave taken by Judicial Officers on the Website of District Courts".**

Sir/Madam,

I am directed to inform you that Hon'ble the Chief Justice has been pleased to order that a fresh circular be issued to the following effect:-

a) Intimation of leave be sent by all the Judicial Officers to the office of Principal District & Sessions Judge, at least one day in advance, and the concerned Branch be directed to update the status thereof on Delhi District Courts website immediately.
b) In case of any hardship or unforeseen exigency, when any leave is applied at last moment, intimation by/through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of Principal District & Sessions Judge before 10:00 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned.

I am further directed to request you to issue directions for maintaining a Register in your respective offices containing following fields:-

a) Name of the Judicial Officer
b) Date(s) for which leave is sought
c) Date and time of receiving the leave application in the office
d) Date and time of uploading the intimation on the website

I am, therefore, directed to request you to kindly take necessary action in the matter, under intimation to this Court.

Be put up before
Ld. OIC (Gaz II) for M.A.

PDJ & ST(N)
15/11/21

Yours Sincerely,

(Surender Pal)
Deputy Registrar (Gazette-IB)
for Registrar General.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH DISTRICT: ROHINI COURTS: DELHI

CIRCULAR

Sub: Regarding timely submission of leave intimation and updation of the same on the official website.

Pursuant to directions contained in the letter bearing no. 4118-30/DHC/Garz./G-3/2021 dated 12.11.2021 regarding captioned matter, all the Judicial Officers posted in North District, Rohini Courts, Delhi are hereby impressed upon to ensure following guidelines regarding submission of leave intimation/applications:-

a) Intimation be sent to the office of undersigned, at least one day in advance, so that the concerned branch may able to update the same on the official web-site immediately.

b) In case of any hardship or unforseen exigencies when any leave is applied at last moment, intimation by/ through the concerned Judicial Officer be sent promptly, using electronic means, so that the same is received in the office of the undersigned before 10 AM, enabling the uploading of the same forthwith on the website for intimation of all concerned. In such a situation, the leave intimation be also sent to The Branch Incharge, Computer Branch, Rohini Courts directly for updation on the website immediately.

Further, the Branch Incharge, Computer Branch, Rohini Courts, Delhi is hereby directed to take note of the directions and do the needful so that the leave(s) of the Judicial Officers of this District get updated on the website before 10 AM on all the working days along with maintaining records as prescribed in letter dated 12.11.2021.

15/11/21

(SWARANA KANTA SHARMA)
Principal District & Sessions Judge,
District North: Rohini Courts, Delhi.

Copy forwarded for information/ compliance to:-

No. 3488-3513 2 Judl./North/RC/2021 Dated, Delhi the 15/11/2021

1. The Ld. Registrar General, Hon'ble High Court of Delhi.
2. All the Judicial Officers posted in North District, Rohini Courts, Delhi for compliance.
3. The Officer Incharge, Computer Branch, Rohini Courts, Delhi for information and necessary action at their end.
4. The Branch Incharge, Judicial Branch, North District, Rohini Courts, Delhi with directions to maintain the records/register as prescribed in the letter dated 12.11.2021.
5. P.S to the undersigned for record.

15/11/21

Principal District & Sessions Judge,
District North: Rohini Courts, Delhi.