

## CIRCULAR

It is again impressed upon all the officials to maintain punctuality and regularity in the office. If official intends to avail any kind of leave he/she shall intimate the office in advance and in case of any emergency, intimation may be given to the office through their colleagues. Intimation of short leave should be given by the members of the staff in writing to whom message has been conveyed. Apart from that the attendance should be marked by the officials in attendance register. Any deviation would entail suitable action against the erring officials.

It is further impressed upon all the Judicial Officers, Sr. Administration Officers (Judl), Administrative Officers (Judl) and Branch In-Charges to ensure that staff members should maintain punctuality & regularity and they shall check attendance register daily. Account of casual leave shall be maintained in each court/branch and while applying the leave the employee/officer/official shall give the note regarding number of leave, nature of leave applied for and availed in the particular year.

Further an intimation register shall also be maintained in each Court/Branches with the following columns:

1. Name of official
2. Intimated to whom
3. Date/Time/Leave
4. Reason

The above register is required to be seen and closed by the concerned OIC's/Administrative Judge/Court on the daily basis. In the absence of the concerned OIC's/Administrative Judge/Court the register is required to be seen and closed by the concerned link OIC's/Administrative Judge/Court.

(Girish Kathpalia)

District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

No. 8681-8881 Admn.II.III/Leave/2020

Dated, Delhi the

29/02/2020

Copy forwarded for information and necessary action to:

1. The District & Sessions Judge, West (THC), East (KKD Courts), North East (KKD Courts), Shahdara (KKD Courts), New Delhi (PHC), North West & North Rohini Courts, South (Saket Courts), South East (Saket Courts) and South West District (Dwarka Courts), Delhi with the request to circulate the directions amongst the officials posted in their respective districts.
2. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi to circulate the directions of the Officials posted under their control.
3. All the Sr. A.O.(Judicial)/A.O.(Judicial), Branch In-Charges, Central District, Tis Hazari Courts, Delhi to circulate the directions to the Officials posted under their control.
4. Chairman/Nodal Officer, Web Site Committee, Tis Hazari Courts, Delhi with the direction to upload the circular on official website.
5. Personal Office of the Ld. District & Sessions Judge (HQs), Delhi.
6. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi

District & Sessions Judge (HQs)  
Delhi

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, NORTH DISTRICT  
ROHINI COURT COMPLEX, DELHI**

No. 8302-8367 F2N(1) Admn./Cir./North/RC/2020

Dated : 03.03.2020

Copy forwarded for information and necessary action to:-

1. All the Judicial Officers (DHJS & DJS), North District, Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
2. All the Sr. A.O.(J)/Branch-in-charges of all the branches, North District, Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
3. Sr. A.O (J)/Branch In-charge, Copying Agency, R & I Branch, Filing Section, Vulnerable Witness, Facilitation, Digitization & Stationery, Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
4. Web-site Committee, Rohini Courts, Delhi with the request to direct the concerned official to upload the same on the website of this office.
5. P.S to Ld. District & Sessions Judge, North District, Rohini Courts, Delhi.

(S.S. MALHOTRA)  
Officer In-Charge, Admn. Branch  
North District : Rohini Courts : Delhi.