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

ORDER

Sub: Submission of Leave intimation/Applications and Permission to leave the station in Physical Form.

It has been brought to the notice of the undersigned that some of the officials, after sending a message on Whatsapp, proceed on leave or leave the station without any prior written intimation. Likewise, after forwarding *text message/PDF/image of leave applications/monthly leave statements & permission to leave the station* at the nick of time on Whatsapp Groups, some of them do not timely send the same in a physical form to the respective branch which is in violation of the directions contained in Circular No.9512-9584/F2N(1)/Admn./North/RC/2023 dated 29.03.2023.

It is made clear that communication regarding intimation/leave etc., sent on Whatsapp Groups, are only meant for information and for quick reference/update to prevent procedural delay till the hard copy of the aforesaid communication/intimation etc. is received in the respective branch but it in no way exempt the officials to submit the same in a physical form.

It is hereby impressed upon all the officials posted at North District that merely dropping a *text message/PDF/Image* on Whatsapp **shall not** be construed as final and timely submission of leave application etc. and the aforesaid practices be stopped forthwith.

It is further directed that after giving the leave intimation via *text message/PDF/Image* on Whatsapp groups, the same be also sent by the official **in a physical form** either **on the same day** or **necessarily on the next day** to the respective branch failing which such Whatsapp intimation/messages shall not be considered.

The directions mentioned hereinabove be complied with by all the concerned officials and non-compliance of the same shall be viewed seriously.

(Madhu Jain)
Principal District & Sessions Judge
North District, Rohini Courts, Delhi.

No. 14698-14761 /F2N(1)/Admin./North/RC/2023 Dated: 12/05/2023

Copy for information and necessary action to:

1. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All Ld. Judicial Officers of North District, Rohini Courts, Delhi with a humble request to bring this Order to the notice of the Staff working under their control for necessary compliance.
3. Ld. Secretary, DLSA (North), Rohini Courts, Delhi with a humble request to bring this Order to the notice of the Staff working under their control for necessary compliance.
4. Personal Office of Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.
5. All the Branch-in-charges of North District & Common Branches of North & North-West in which Officials of North District are posted with the request to bring this Order to the notice of the Staff working under their control for necessary compliance.
5. The Record Officer (RTI), North District, Rohini Courts, Delhi.
6. The Branch-in-charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website.
7. The Branch-in-charge, R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

12/5/23

Branch-in-charge,
Administration Branch,
North District, Rohini Courts, Delhi.