dlp/mns/hoic/ordmnting/13

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

CIRCULAR

...: **Directions for adhering to dress code, office timings & displaying of office ID Card by the Staff Members at North District.**

It has been brought to the notice of the undersigned that despite issuance of specific directions, some of the officials neither adhere to the prescribed dress code and court timings (i.e.10:00AM to 1:30PM & 2:00PM to 5:00PM) nor display office ID card.

It is, therefore, directed that all staff members posted in the courts and branches will attend their duties well in time and be on their respective seats by 10:00AM without fail and will not leave the court/branch before 5:00PM. To ensure that staff members regularly attend court/branch during office hours, all Ld. Judicial Officers/Officer-in-charges are impressed upon to keep a check on attendance registers at random.

All staff members are further directed to properly display their office ID cards during office hours and adhere to the formal dress code as under:

Male Officials	:	Shirt *(preferebly plain)*, Trousers and Formal Shoes
Female Officials	:	Saree, Suit with Dupatta or Pants-Shirt *(T-shirt, Jeans, Casual Shirt, Jooties, Sport Shoes/Loafer Shoes are strictly prohibited)*

It is also directed that all the Orderlies, Peons, Dak Peon & Sweeper shall attend the office in proper dress/uniform i.e. white shirt & navy blue formal pants *(not denim jeans)* for Male officials and Sky Blue *(Light Blue)* Suit Salwar with White Dupatta for Female officials.

All Ld. Judicial Officers/Officer-in-charges/HoO/CO are also impressed upon to ensure that the staff working under them complies with the aforesaid directions in letter and spirit. In case, any official violates the aforesaid directions, Ld. Judicial Officers/Officer-in-charges/ HoO/CO of respective Courts/Branches should issue a warning in writing to the erring official at their own end and if no improvement is seen in the conduct of such official, and action taken report alongwith relevant documents be forwarded to the undersigned for further necessary action.

Non-compliance of the above directions will be viewed seriously and strict disciplinary action shall be taken against the erring official.

(Seema Maini)
Principal District & Sessions Judge
North District, Rohini Courts, Delhi

No. 25743-25833 /F2N(1)/Admin./North/RC/2023 Dated: 28/2/23

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 request to bring this Circular to the notice of the Staff working under their control for necessary compliance.
3. Ld. Secretary, DLSA (North), Rohini Courts, Delhi with a request to bring this Circular to the notice of the Staff working under their control for necessary compliance.
4. 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 Circular 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 the Circular on official website.
7. The Branch-in-charge, R&I Branch, Rohini Courts, Delhi for uploading the Circular on LAYERS.
8. Personal Office of the undersigned.

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