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

ORDER

It has been brought to the notice of the undersigned that some of the Branch In-charges and Readers in North District are not properly maintaining *attendance registers* of their respective Branches/Courts due to which *monthly leave statements* of the staff sent by them contain several leave related discrepancies.

All the Branch In-charges and Readers of North District are hereby directed to properly maintain *attendance register* and strictly ensure that the concerned officials posted in their respective Branch/Court have duly submitted their leave(s) and the same is reflected in the *monthly leave statement*.

It is also reiterated that *monthly leave statements* (completed in all respect) must reach the Administration Branch by 5th of every calender month duly forwarded by their Ld. Presiding Officers/Officer In-Charges, failing which appropriate action shall be taken against the concerned Branch In-charge/Reader.

All the Judicial Officers/Officer In-charges of North District are also impressed upon to direct their respective staff to submit their leave either in advance or within 03 days after availing the leave (as the case may be) and ensure strict compliance of above directions in letter in spirit.

Maini

(SEEMA MAINI)
Principal District & Sessions Judge
North-District, Rohini Courts, Delhi.

30751-811

No. F2N(1)/Admn./North/RC/2023 Dated: 15/09/2023

Copy forwarded for information & necessary action to :-

1. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Ld. Judicial Officers/Ld. Officer In-Charges, North District, Rohini Courts, Delhi.
3. The Ld. Secretary, DLSA (North), Rohini Courts, Delhi.
4. All the Readers & Branch In-Charges, North District, Rohini Courts, Delhi.
5. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading the Circular on the Web-Site of North District, Rohini Courts, Delhi.
6. The Branch In-charge, R & I Branch for uploading on LAYERS.
7. The Record Officer, North District, Rohini Courts, Delhi.
8. The PRO/APRO, North District, Rohini Courts, Delhi.
9. Personal Office of the undersigned.

Maini

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