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

CIRCULAR

Sub: Regarding Deployment of Orderlies

It has been observed that as and when Judicial Officers happen to be on *leave, training or TIP*, their *Orderlies* also proceed on leave or do not report to the Administration Branch-III .Such practice of 'leave or not reporting' is not acceptable. They are directed not to avail leave just because his/her Presiding Officer is on leave/training or TIP

Since North District is reeling under acute shortage of Orderlies/Peons and Administration Branch-III has to provide substitute Orderlies to the Courts, where no Orderly is available, it turns exceedingly difficult for the office to fulfill the entire requirements of Orderlies/Peons. In such extraordinary situation and to meet the emergent requirement/s of Orderlies, *all the Ld.Judicial Officers (DHJS) of North District are hereby impressed upon to extend co-operation by relieving one of their regular Orderly immediately on receipt of oral request from the Administration Branch*-III.

All Judicial Officers, North District are also impressed upon to direct his/her Orderly to not proceed on leave and immediately report to the Administration Branch-III by 10:10 AM whenever the Court is not functional for any reason.

The *Orderlies* who fail/s to report to the Administration Branch-III by 10:10 AM shall be treated as *absent from duty*.

Non compliance of the aforesaid directions shall be viewed seriously. The erring Orderly will be marked absent from duties for that day and strict disciplinary action may be initiated against him/her.

Nishas

(Nisha Sahay Saxena)
Principal District & Sessions Judge,
North District, Rohini Courts, Delhi

No.: 25142 - 25185 /F2N(1)/Admin.III/North/RC/2025 Dated: 24-07-2025

Copy for information and ensuring necessary compliance to:

1. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Judicial Officers, North District, Rohini Courts, Delhi with the request to ensure compliance.
3. The Record Officer (North), Rohini Courts, Delhi
4. The Branch-in-charge, Computer Branch, Rohini Courts, Delhi for uploading the same on the website of North District.
5. The Branch-in-charge, Receipt & Issue Branch, Rohini Courts, Delhi for uploading on LAYERS.
6. Personal Office of Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.

Nishas

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