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

CIRCULAR

It has been observed that despite several directions, most of the Sr. PAs/PAs and Orderlies posted in North District, Rohini Courts, Delhi either do not report in concerned Administration Branch or prefer to proceed on short leave/half day/full day leave, as and when their Ld. Presiding Officer happens to be on leave/training. As a result thereof, a lot of difficulty is faced by the Administration Branch in providing substitute staff. Therefore, it is ordered that all the Sr. PAs/PAs and Orderlies shall report in person for their duty in the concerned Administration Branch by 10.00 AM sharp, as and when their Ld. Presiding Officer happens to be on leave/training, failing which, not only they shall be marked absent from duty for that day but strict disciplinary action shall also be initiated against the erring official(s).

Considering the shortage of staff, substitute PA/Orderly in the first instance shall be provided only to those courts where no PA/Orderly is available and thereafter, if any PA/Orderly is in surplus, only then the Courts with one PA/Orderly would be provided with additional PA/Orderly that too as per the seniority of Ld. Judicial Officers.

All the Ld. Judicial Officers of North District are requested not to allow the leave of both the PAs/Orderlies simultaneously on a single day. They are further requested to relieve one of their PA/Orderly immediately as and when requisitioned by the Administration Branch for deputing him/her to the another Court where no PA/Orderly is available.

All the Judicial Officers/Officer-in-charges of North District are also requested to direct their respective staff to refrain from taking frequent leave(s) and ensure that officials posted in the Courts/Branch submit their leave either in advance or immediately on return from leave.

Non-compliance of the above directions shall entail disciplinary action against the erring official/s.

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

41805-868

No.....F2N(1)/Admn./North/RC/2025 Dated.....14/11/25

Copy forwarded for information and compliance to:

1. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All Ld. Judicial Officers/ Officer-in-charges, North District, Rohini Courts, Delhi with the request to bring the same in the notice of officials working under their kind control and to ensure compliance.
3. All Branch In-charges of North District & Common Branches of Rohini Courts (in which staff is posted from North District), with the directions to bring the same to the notice of the officials working under their control and to ensure compliance.

P...2/-

4. The Record Officer under RTI Act., North District, Rohini Courts, Delhi.
5. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the website of North District, Rohini Courts, Delhi.
6. The Branch In-charge, R&I Branch for uploading on LAYERS.
7. Personal Office of the undersigned.

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