

OFFICE OF THE DISTRICT & SESSIONS JUDGE : NEW DELHI DISTRICT
PATIALA HOUSE COURTS : NEW DELHI

CIRCULAR

It has been observed that Attendance Sheets are not being sent timely to the Personal Office of the undersigned and that officials are availing leaves frequently. In this regard, it is impressed upon all the officials posted in New Delhi District to strictly adhere to the directions contained in circular No. 65583-65753/Admn.-II/Leave/2018 dated 15/10/2018 of the Headquarters.

Further, it is impressed upon all the A.O. (J.)s/Branch Incharges and Readers that Attendance Sheets of their respective Branches/Courts must reach the Personal Office of the undersigned on or before 10.05 AM sharp. It is also directed, that all the officials should sit/be in Court well in time, so that Courts/Branches start functioning sharp at 10 O'Clock.

Non compliance of the order shall be viewed seriously.

(Poonam A. Bamba)
District & Sessions Judge
NDD, PHC, New Delhi

26037-26101
No. D&SJ/NDD/PHC/ND/18

Dated, New Delhi the 25/10/2018

Copy forwarded for information & necessary action:-

1. All the Judicial Officers posted at New Delhi District, Patiala House Courts, New Delhi with the request to bring the contents of the circular to the staff posted under their kind control.
2. All the Administrative Officer (Judl.)/Branch Incharge, Admn., NDD, PHC, New Delhi to ensure compliance.
3. The PS to the undersigned.
4. The APRO, NDD, Patiala House Courts, New Delhi.
5. The District System Administrator to display the same on the website of this Court.

District & Sessions Judge
NDD, PHC, New Delhi