OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE:NEW DELHI DISTRICT:PATIALA HOUSE COURT

CIRCULAR

Pursuant to issue of O.M No. 21/3/2020-E.II(B) dated 01.12.2020 of the Department of Expenditure, Ministry of Finance, GOI, North Block New Delhi vide endorsement dated 08.12.2020 of Finance Department, Delhi Secretariat, GNCT of Delhi, all the AO(J)/AO/Branch Incharges/Readers are directed to give a Certificate to be Counter Signed by Ld. Presiding Officer/ Officer Incharge in respect of staff under their control, in the format specified hereunder:-

"**It is certified that following officials** [clearly specifying the Complete Name, Father's/Spouse Name/EC No and Designation of such official(s)] **did not attend the office physically even for a single day in the entire calender month of** _____" during the period 23.03.2020 to 31.12.2020 due to Nation-wide lock down and outbreak of COVID 19 Pandemic for the purpose of admissibility/eligibility of drawl of Transport Allowance.

(Name of the AO(J)/AO/Branch Incharge/Reader)

Counter signed by Ld. Officer Incharge/Presiding Officer

The requisite Certificate is required to submitted **mandatorily** in the Accounts Branch/ NDD (through R & I Branch) latest by **15.01.2021** for the purpose of adjustment/recovery of Transport Allowance if any.

Rajeev Bansal
07/01/2021.

(RAJEEV BANSAL)
CONTROLLING OFFICER NEW DELHI
DISTRICT PATIALA HOUSE COURT

No 323-353 **/Acctts./NDD/PHC/2020-21** **DATED** 7/01/2021

Copy forwarded for information and necessary action to:-

1. P.S to Ld. Principal District & Sessions Judge, New Delhi District, PHC NewDelhi.
2. All the AO(J)/AO/ Readers, New Delhi District, Patiala House Courts with direction to submit the requisite Certificiate of the staff posted in their Courts/Branches **mandatorily.**
3. Incharge Computer Branch, PHC, NDD with the direction to upload the same on the official website of New Delhi District.

Rajeev Bansal
07/01/2021.