


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

**CIRCULAR**

It has been observed that most of the Sr. P.As/P.As and Peons/Orderlies posted at New Delhi District, Patiala House Court, New Delhi, are not reporting for their duties in the Administration Branch, New Delhi District, in the event of their Ld. Presiding Officers/ Reporting Officers with whom they are attached, proceeding on leave(s). This misconduct is seriously hampering the dispensation of judicial as well as administrative work.

Therefore, all the Sr. P.As/P.As and Peons/Orderlies posted in New Delhi District are hereby directed that whenever their Ld. Judicial Officer(s) proceed on leave(s), they shall report for duty before the Branch Incharge, Administration Branch at 10.00 AM sharp in case prior intimation of their Ld. Judicial Officer(s) proceeding on leave is received in advance; otherwise, they shall report for duty before the Branch Incharge, Administration Branch by 10.10 AM sharp.

It is also impressed upon the Ld. Judicial Officers to ensure strict compliance of the aforesaid directions. Non compliance of the aforesaid directions shall be viewed seriously and non-reporting Sr. P.As/P.As and Peons/Orderlies shall be considered on leave(s) and may also be subject to appropriate disciplinary action.


  
(Anurag Sain)  
Officer-In-Charge (Admn.)/  
District Judge (Commercial Court-01)  
New Delhi District  
Patiala House Courts, New Delhi

No. 3923-3972 Admn./Pr. D& SJ/NDD/PHC/ND/2023

Dated, New Delhi the 04/2/23

**Copy forwarded for Information and necessary action to:**

1. The Ld. Principal Judge/Judge, Family Court, NDD, PHC.
2. The Ld. Judge-In-Charge, Mediation Centre, NDD, PHC.
3. All the Ld. Judicial Officers, NDD, PHC.
4. PS/Reader to Ld. Principal District & Sessions Judge, NDD, PHC.
5. The Incharge, Computer Branch, NDD, PHC to upload the same on the website of the District.
6. The Dealing Asstt., R&I, NDD, PHC for uploading on LAYERS.

  
Officer-In-Charge (Admn.)/  
District Judge (Commercial Court-01)  
New Delhi District  
Patiala House Courts, New Delhi