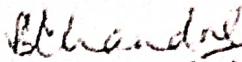


**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE**  
**NEW DELHI DISTRICT; PATIALA HOUSE COURTS ; NEW DELHI**

**CIRCULAR**

In order to ensure regularity and punctuality it is impressed upon all the Readers/Branch In-charges posted in New Delhi District to send the attendance sheets of all the staff members of their respective Courts/Branches to the Leave Section daily by 10:15 AM in the morning and 05:10 PM in the evening.

Non-compliance of the above directions shall be viewed seriously.

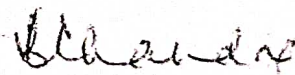
  
(Anju Bajaj Chandna)  
Officer In-charge, Admn.-I (Leave)  
New Delhi District  
Patiala House Courts, New Delhi

No. 18246 - 18320 Admn.-I/Leave/NDD/2021

Dated, New Delhi the : 18/10/2021

**Copy forwarded for information & necessary action:-**

1. All the Courts and Branches of New Delhi District.
2. The Personal office of the Ld. Principal District & Sessions Judge, New Delhi District.
3. The Branch In-charge, Computer Branch, New Delhi District to upload the same in the website of this Court.
4. The Dealing Assistant, R & I Section, NDD to upload the same on LAYERS.

  
(Anju Bajaj Chandna)  
Officer In-charge, Admn.-I (Leave)  
New Delhi District  
Patiala House Courts, New Delhi