

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

CIRCULAR

It is impressed upon all the Readers and Branch In-charges posted in New Delhi District, Patiala House Courts to send the attendance sheet of all the staff members of their respective Courts and Branches to the Administrative Officer (Judl.), Administration Branch, New Delhi District regularly and punctually by 10:10 AM in the morning.

Further, it is hereby directed to all the Sr. P.As. / P.As. and Orderlies posted in the Patiala House Courts, New Delhi District that in case the Ld. Presiding Officer of their respective Court is on leave they must report in the Administration Branch by 10:00 AM without fail.

Non-compliance of the above directions shall be viewed seriously and suitable disciplinary action shall be taken against the erring officials, as per rules.



(Sanjay Garg-I)

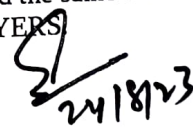
Principal District & Sessions Judge
New Delhi District, Patiala House Courts,
New Delhi.

No. 13844-23923 /Admn./Pr.D&SJ/NDD/PHC/2023

Dated: 25/8/23

Copy forwarded for information and necessary action to:

1. All the Ld. Judicial Officers, NDD, PHC, ND.
2. All the Ld. Officer-Incharges, NDD, PHC, ND.
3. The Administrative Officer (Judl.), NDD, PHC, ND.
4. PS to the undersigned.
5. All the Readers/Branch In-charges posted in New Delhi District with the direction to bring this Circular to the notice of all the staff posted in their respective Courts/Branches.
6. Branch Incharge, Computer Branch, NDD with the direction to upload the same on website.
7. The Dealing Assistant, R&I Branch, NDD to upload the same on LAYERS



Principal District & Sessions Judge
New Delhi District, Patiala House Courts,
New Delhi.