

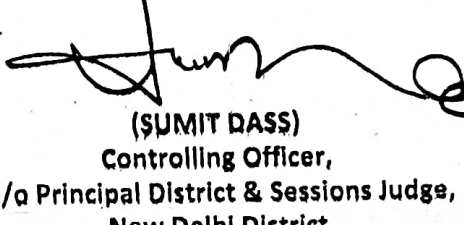
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NEW DELHI DISTRICT, PATIALA HOUSE COURTS COMPLEX, NEW DELHI**

CIRCULAR

In order to streamline the process of claims for reimbursement due to acute shortage of staff in the Accounts Branch, Patiala House Courts, New Delhi District, all the Ld. Judicial Officers/Administrative Officer (Judicial)/Accounts Officer drawing their pay and allowances from New Delhi District, Patiala House Courts are hereby requested to submit their claims on quarterly basis i.e. three (03) months for reimbursement viz. Newspaper & Magazine bills, Landline Telephone Bills, Mobile Bills, Electricity & Water Bills, Petrol/Diesel Charges, Peon-cum-Home Orderly Bills, etc.

The Ld. Judicial Officers/Administrative Officers (Judicial)/Accounts Officer are also requested to maintain a personal diary of claims sent to the accounts branch to ease the accounts branch of unnecessary correspondence.

This issues with the prior approval of Ld. Principal District & Sessions Judge, Patiala House Courts, New Delhi District, New Delhi.


(SUMIT DASS)
Controlling Officer,
O/o Principal District & Sessions Judge,
New Delhi District,
Patiala House Courts,
New Delhi

No. 2680-2729 /Accounts/CB/PHC/NDD/2024

Dated 25/01/24.

Copy forwarded for information and necessary action to:-

1. The PS to the Ld. Principal District and Sessions Judge, New Delhi District, PHC, New Delhi.
2. All the Ld. Judicial Officers, PHC, NDD drawing their pay and allowances from New Delhi District, Patiala House Courts.
3. The AO(J)s/AOs of New Delhi District, Patiala House Courts.
4. The Incharge, Computer Branch, New Delhi District, PHC with the request to upload the above said circular on the official website of New Delhi District.


Controlling Officer,
O/o Principal District & Sessions Judge,
New Delhi District,
Patiala House Courts,
New Delhi