OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGES (HQs), TIS HAZARI COURTS, DELHI

No 22760 – 22890 Accounts/HQ/THC/2025-26 Dated 18 JUN 2025

# CIRCULAR

Pursuant to the letter bearing no 3488/CSCDJ/DHC dated 27th February 2025 issued by Hon'ble High Court of Delhi, New Delhi regarding clarification/ opinion sought by this office with regard to implementation of the judgment dated 04/01/2024 of the Hon'ble Supreme Court of India passed in Writ Petition (C) No 643/20215, titled as "All India Judges Association Vs Union of India", the aforesaid letter is being uploaded on Layers for information and compliance of all concerned.

**It is also significant to mention that fresh "Certificates in respect of all the allowances for routine claims viz. Peon-cum-orderly/Petrol/ Transport/Robe Dress Allowance/ Newspaper & Magazines charges" are also being uploaded on Layers for information and compliance. All the Judicial Officer are requested to apply for reimbursement, as per the above certificates, accordingly.**

**This Circular is issued with the prior approval of Ld. Principal District & Sessions Judge (HQ), Delhi.**

(SUNIL KUMAR SHARMA)
Link Head of Office (HQ)
District Judge /Chairman (IT & Digitization)
Delhi District Courts

No 22760 – 22890 Accounts/HQ/2025-26 Dated 18 JUN 2025

Copy forwarded to -

1. The Registrar General, Delhi High Court, with the request to circulate the same amongst the Judicial Officers posted at Hon'ble High Court of Delhi on deputation/diverted capacity
2. PS to Ld. Principal District & Sessions Judge (HQs), Delhi, Room No. 302-A, THC, Delhi
3. All Judicial Officers of Central District, Tis Hazari Courts and Rouse Avenue Courts
4. The Ld. Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Courts, New Delhi, with the request to circulate the same amongst the Judicial Officers
5. The Ld. Principal Judge, Family Courts, Dwarka, Delhi, with the request to circulate the same amongst the Judicial Officers posted at Family Courts, Delhi / New Delhi
6. The Director, Delhi Judicial Academy, Dwarka, Delhi, with the request to circulate the same amongst the trainee Judicial Officers & Judicial Officers posted at Judicial Academy in diverted / deputation capacity
7. The Member Secretary, Delhi State Legal Service Authority, Rouse Avenue Courts, Delhi with the request to circulate the same amongst the Judicial Officers posted at DSLSA on Deputation/Diverted Capacity
8. All Ld. Head of Office / Drawing & Disbursing Officers, West (THC), New Delhi (PHC), East, North East & Shahdara (KKD), South and South East (Saket), North & North-West (Rohini) and South-West (Dwarka) with the request to convey the same to the Judicial Officers who have proceeded on deputation/diverted capacity from their respective Districts.
9. All Judicial Officers posted at Juvenile Justice Board, Delhi/New Delhi
10. Railway Magistrate, Old Delhi Railway Station, Delhi
11. **Website Committee with the request to upload the same on the website of the District Courts along with proforma of certificates and letter.**
12. Website committee for uploading the same on LAYERS.

Link Head of Office (HQ)
District Judge /Chairman (IT & Digitization)
Delhi District Courts

# HIGH COURT OF DELHI

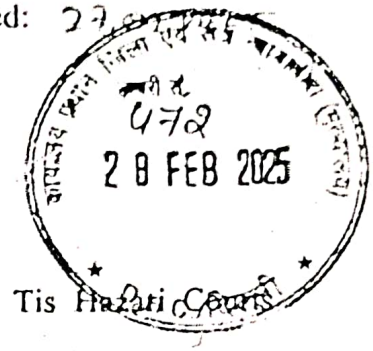
SHERSHAH ROAD, NEW DELHI-110503

No. 2482 /CSCDJ/DHC

Dated: 27

From:

The Registrar General,
High Court of Delhi,
New Delhi – 110003.




To,

1. The Principal District & Sessions Judge (HQs), Tis Hazari Courts Complex, Delhi.
2. The Principal District & Sessions Judge (New Delhi), Patiala House Courts Complex, New Delhi.
3. The Principal District & Sessions Judge (South-West), Dwarka Courts Complex, New Delhi.
4. The Principal District & Sessions Judge (West), Tis Hazari Courts Complex, Delhi.
5. The Principal District & Sessions Judge (East), Karkardooma Courts Complex, Delhi.
6. The Principal District & Sessions Judge (South), Saket Courts Complex, New Delhi.
7. The Principal District & Sessions Judge (Shahdara), Karkardooma Courts Complex, Delhi.
8. The Principal District & Sessions Judge (North-West), Rohini Courts Complex, Delhi.
9. The Principal District & Sessions Judge (North), Rohini Courts Complex, Delhi.
10. The Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Court Complex, New Delhi.
11. The Principal District & Sessions Judge (South-East), Saket Courts complex, Delhi.

DDO(HQs)/ OIC(Pool Car) 2

PDSJ(HQs) 28/2/25.

12. The Principal District & Sessions Judge (North-East), Karkardooma Courts Complex, Delhi.
13. The Principal Judge (HQs), Family Courts, Dwarka, New Delhi.
14. The Director (Administration), Delhi Judicial Academy, Dwarka, New Delhi.
15. The Member Secretary, Delhi State Legal Services Authority, Rouse Avenue Court Complex, New Delhi.
16. The Registrar (Cash, Budget & Accounts), Delhi High Court.

**Sub: Implementation of the judgment dated 04.01.2024 of the Hon'ble Supreme Court passed in Writ Petition (Civil) No.643 of 2015 titled as "All India Judges Association Vs. Union of India and others".**

Sir/ Madam,

I am directed to refer to letter No. 7690/Accts/HQs/CB/315/2024-2025 dated 12.02.2025 of the Office of the Principal District & Sessions Judge (HQs) regarding clarification/ opinion sought with regards to some Agenda/ points and representation dated 21.01.2025 of Judicial Service Association of Delhi, Tis Hazari Courts, Delhi regarding continuation of Pool Car Services for Judicial Officers and further to state that the Hon'ble *Committee for Service Conditions of District Judiciary* has been pleased to order as under:-

1. *Clarification regarding Air Conditioner Allowance*

*No such pre-condition/ restriction with respect to payment of Air Conditioner Allowance to the judicial officers from the date of their joining the service or from the date of completion of probation has been imposed either in the judgement of the Hon'ble Supreme Court or in the recommendations of this Committee or in the DJS and DHJS Allowances Order, 2024 issued by the Govt. Of NCT of Delhi. Thus, Air Conditioner Allowance can be paid to the judicial officers from the date of joining of service itself. It is however clarified that if the officer does not continue in*

service for a period five years, the depreciated value may be recovered from such officer as per existing practice.

2. Clarification regarding allowances viz Camp Office/ Technology Device/ Mobile Handset/ Office Bag etc can be purchased through online mode.

The Hon'ble Committee for Service Conditions of District Judiciary while making recommendations for reimbursement of the cost of one air conditioner had allowed the judicial officers to make purchases through online mode as well. The DJS and DHJS Allowances Order, 2024 issued by the Govt. Of NCT of Delhi also allows such purchases through online mode.

Since online purchases have the advantage of better deals and large variety, the reimbursement of Camp Office items, Technology Devices, Mobile Handsets, Office Bag etc. can also be allowed even if purchases have been made through online mode provided a valid bill of purchase in the name of the judicial officer and proof of payment from the bank account/ credit card in the name of the judicial officer are produced coupled with an undertaking by the judicial officer that if he returns/exchange the item, he would send necessary intimation to the concerned Principal District & Sessions Judge.

3. Representation dated 21.01.2025 of Judicial Service Association of Delhi regarding continuation of Pool Car Services for Judicial Officers.

In view of the fact that considerable number of pool vehicles are available, for judicial officers other than those who are entitled to individual staff cars, and that sufficient number of pool car drivers are also available, the pool car facility may be continued, for those officers who do not avail Conveyance/ Transport Allowance and fuel

*reimbursement (in terms of the recommendations of the SNJPC as approved by the Hon'ble Supreme Court). This shall however be subject to the further concurrence of the Govt. of NCT of Delhi. It is however made clear that the option to avail pool car facility once exercised will not be allowed to be revised before the expiry of one year, except when the officer is transferred outside the given Court Complex. Further in case of shortage of pool cars, preference will be given firstly to those judicial officers who are residing at far-away places and secondly to female officers.*

In respect of above-mentioned point No. 3, the Principal District & Sessions Judge (HQs) shall obtain necessary approval from the Government of NCT of Delhi under intimation to this Court and shall further communicate such approval to all the concerned departments.

The above-mentioned orders/ directions are for your information and necessary compliance.

Yours sincerely,

(Namrita Aggarwal)
Presenting Officer (CSCDJ)
For Registrar General

Copy to:

1. The Member Secretary, National Legal Services Authority, B-Block, Ground Floor, Administrative Building Complex, Supreme Court of India, New Delhi.
2. The Principal Secretary(Law), Department of Law, Justice & LA, Government of NCT of Delhi, 8th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110002.

(for all the Judicial Officer except Super-Time-Scale Officer)

CERTIFICATE

in r/o Peon-cum-Orderly

I,_____(Name of the Judicial Officer), _____ (Designation/ Posting) do hereby certify that I am actually availing the services of one peon-cum-orderly, as per entitlement, against payment of prevailing minimum wages for unskilled worker as notified by the Govt. of NCT of Delhi, at my residential Camp office regularly.

It is further certified that I have availed such services for the period_____ to_____ and therefore, same may be reimbursed for hiring charges of one peon-cum-orderly.

I also undertake that the excess amount, if any, shall be refunded by me to the Department or Department may adjust the excess payment from my pay & allowances.

Dated:

(Signature)

Name of the Officer:

Emp. Code:

(for all the Judicial Officer under Super-Time-Scale)

CERTIFICATE

in r/o Peon-cum-Orderly

I,_____(Name of the Judicia Officer), _____ (Designation/ Posting) do hereby certify that I am actually availing the services of two peon-cum-orderlies, as per entitlement, against payment of prevailing minimum wages for unskilled worker as notified by the Govt. of NCT of Delhi, at my residential Camp office regularly.

It is further certified that I have availed such services for the period_____ to_____ and therefore, same may be reimbursed for hiring charges of two peon-cum-orderlies.

I also undertake that the excess amount, if any, shall be refunded by me to the Department or Department may adjust the excess payment from my pay & allowances.

Dated:

(Signature)

Name of the Officer:

Emp. Code:

## CERTIFICATE

### in r/o Transport Allowance

I,_____(Name of the Judicial Officer), _____ (Designation/ Posting) do hereby certify that I own a car which is registered in my name OR in the name of my spouse/ mother/ father/ son/ daughter/father-in-law/mother-in-law/real brother/ real sister **(tick one)** and I have used the same for my conveyance and have incurred expenses towards maintenance of the said car and/ or driver's salary for the period from _____to _____.

I have not availed pool car/ official car facility during this period for my conveyance from Residence to Court and vice versa.

Accordingly, transport allowance for the period from _____ to _____may be reimbursed to me as per my entitlement.

I also undertake that the excess amount, if any, shall be refunded by me to the Department or Department may adjust the excess payment from my pay & allowances.

Dated:

(Signature)

Name of the Officer:

Emp. Code:

CERTIFICATE

in r/o Petrol/Diesel allowance

I,_____(Name of the Judicial Officer), _____ (Designation/ Posting)do hereby certify that I had not availed the pool Car facility provided by the office for the period from _____ to _____ and commuting from residence to office from my own vehicle.

The undersigned has utilized _____ liter Petrol / Diesel (tick one) per month during the abovementioned period for official use / personal use (tick one) so the claim for the aforesaid mentioned period may kindly be reimbursed as per my entitlement.

I also undertake that the excess amount, if any, shall be refunded by me to the Department or Department may adjust the excess payment from my pay & allowances.

Dated:

(Signature)

Name of the Officer:

Emp. Code:

CERTIFICATE

in r/o Newspaper & Magazines Charges

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQ): DELHI

(Statement to be furnished on half-yearly basis by the Ld. Judicial Officer)

Name of Officer: _____

Designation: _____

Employee Code: _____

Posting: _____

I certify that I have spent Rs. _____per month towards purchase of _____(nos.) Newspaper and _____(nos.) Magazine for the month of:

i) January to June, 20_____
OR
ii) July to December, 20_____

**(Only one option is to be ticked)**

I further declare that: i) The Newspaper (s) in respect of which reimbursement is claimed, is /are purchased by me. ii) The amount for which reimbursement is being claimed has actually been paid by me and has not/will not be claimed by any other source.

I also undertake that the excess amount, if any, shall be refunded by me to the Department or Department may adjust the excess payment from my pay & allowances.

Dated:

(Signature)

Name of the Officer:

Emp. Code:

## CERTIFICATE

### in r/o Robe Dress Allowance

I,_____(Name of the Judicial Officer), _____ (Designation/ Posting) hereby requested to reimburse Robe Dress Allowance for the block year _____ to_____ as per current entitlement of the undersigned.

I also undertake that the excess amount, if any, shall be refunded by me to the Department or Department may adjust the excess payment from my pay & allowances.

Dated:

(Signature)

Name of the Officer:

Emp. Code: