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

CIRCULAR

It has been observed that despite several directions (Ref. Circular No. 19649-19698/Admn./Pr.D&SJ/NDD/PHC/ND/2024 dated 04.07.2024) issued from time to time, most of the Sr. P.As/P.As and Orderlies either do not report in Administration Branch or prefer to proceed on short leave/ half day/full day leave, whenever their Presiding Officer happen to be on leave/training. As a result thereof, a lot of difficulty is faced by the Administration Branch in deployment of substitute staff in the Courts, where regular stenographer and/or orderly is on leave or where additional stenographer is required due to heavy work load and smooth functioning of Court work..

It is, therefore, once again impressed upon to follow the directions contained herein below:

1. Henceforth, all the Sr. P.As/P.As and Orderlies posted in New Delhi District shall, whenever their respective Ld. Judicial Officer proceeds on leave(s), report for duty in the Administration Branch at 10.00 AM sharp, in case they have prior intimation qua leave of their Ld. Judicial Officer(s). If they do not have prior intimation of leave of their Ld. Judicial Officer, they shall report for duty in the Administration Branch maximum by 10.10 AM sharp. Official shall appear in person for reporting in Administration Branch. No telephonic reporting shall be considered in this regard..
2. Proceeding on leave of any nature on the day when the Ld. Judicial Officer is on leave, except in extreme emergent / unavoidable circumstances, , shall be viewed seriously and report shall be sent recommending against sanction of such leave.
3. In Courts where two PAs and two orderlies are posted, the Ld. Judicial Officers posted in the New Delhi District are requested not to allow/sanction the leave of both the PAs and/or both orderlies simultaneously on a single day. If both PAs and/or both orderlies are on leave, the Administration Branch will provide the substitute staff only if any spare PA and/or orderly is available in office pool on that day. In case the Administration Branch is unable to provide any substitute Sr.PA/PA due to shortage of such staff in office pool, the services of Assistant Ahlmad posted in the court

concerned , may be utilized for typing work as all the Assistant Alhmads are well versed in typing and computer savvy.

4. All the Ld. Judicial Officers posted in the New Delhi District, where two PAs and two orderlies are posted, are requested to relieve one of their Personal Assistant(s) and Orderlies immediately as and when request is made by the Administration Branch for deputing them to the Court(s) to meet out the requirements in exigencies .
5. All the Chairpersons/Members of various Committees are also requested to utilize the services of the Personal Assistant(s) and Orderlies posted in their courts during the meetings.
6. The Ld. Presiding Officers shall ensure that the officials posted in their Courts, submit their leave application either in advance before proceeding on leave or immediately on return from leave. In case officials do not submit their leave applications on time, the matter may be reported to Administration Branch for taking appropriate action against the erring official.
7. Branch Incharge / Readers of this District are directed to send the month-wise leave statement of staff to the Leave Section on or before 05th of each calender month.

Non compliance of the aforesaid directions shall be viewed seriously and strict action may be initiated against the erring official.

06.08.2025

(Virender Kumar Bansal)
Principal District & Sessions Judge
New Delhi District
Patiala House Courts, New Delhi

No. 21243-21298 Admn./Pr. D& SJ/NDD/PHC/ND/2025 Dated, New Delhi the 06/08/2025

Copy forwarded for Information and necessary action to:

1. All the Ld. Judicial Officers, NDD, PHC, New Delhi.
2. The Ld. Judge-In-Charge, Mediation Centre, NDD, PHC.
3. Personal Office of the Ld. Principal District & Sessions Judge, Patiala House Courts.
4. The Branch Incharge, Computer Branch, NDD, PHC to upload the same on the website of the District.
5. The Dealing Asstt., R&I, NDD, PHC for uploading on LAYERS.

06.08.2025

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