

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS, DELHI.**

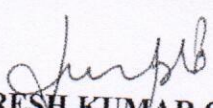
**CIRCULAR**

It has come to the notice of the undersigned that some officials are not maintaining the punctuality in respect of the office timings.

All officials posted in North-West District are hereby directed to strictly follow the office timings, failing which strict disciplinary action shall be taken against them.

All Readers/Branch In-Charges (North-West) are directed to ensure that the staff posted under their control comply with the above said direction and when there is an intimation with respect to the leave of an employee, the same shall be marked and noted by them in the Attendance Register, latest by 10.00 a.m.

All Readers/Ahlmads/Branch In-Charges (North-West) are also directed to ensure that all lights and Computer Systems of their respective court/branch are switched off, before leaving the court/office.

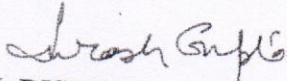
  
(SURESH KUMAR GUPTA)  
PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS DELHI.

No. F2(1)/Admn./NW/RC/2022/ 7596-7671

Date 05/3/2022

Copy forwarded to:-

1. All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi with the request to bring the same into the notice of the officials working under their control.
2. All the Branch In-Charges (North-West), Rohini Courts, Delhi, for necessary compliance and with the direction to bring the same into the notice of the staff posted in their Branches.
3. Personal Office of the Ld. Principal District & Sessions Judge (North-West), Rohini Courts, Delhi.
4. Record Officer, North-West, Rohini Courts, Delhi.
5. The Branch Incharge, Computer Branch, Rohini Courts, Delhi for uploading on the official website.
6. Dealing official, R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

  
PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)  
ROHINI COURTS, DELHI.