

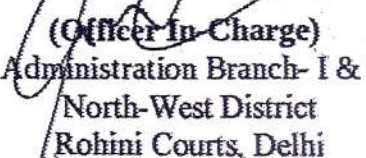
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS, DELHI

No.FI(1)/Cir./Admn.(N/W)/RC/2023/ 8305-8384

Date: 22/02/23

Copy forwarded for information and necessary action to:-

1. All the Ld. Judicial Officers posted in North West District, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control.
2. All Ld. Judges, Family Courts, North West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control.
3. Ld. Judge In-Charge, Mediation Centre, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control.
4. Ld. Secretary, DLSA, North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control.
5. All the Branch In-Charges, North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control.
6. The PS to the Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
7. The Caretaker, Rohini Courts Complex, Delhi.
8. The Dealing Officials, Layers Seat for uploading on the Layers Portal.
9. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
10. The Record Officer, North-West District, Rohini Courts, Delhi.
11. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.


(Officer In Charge)
Administration Branch- I & II
North-West District
Rohini Courts, Delhi

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

CIRCULAR

It has been brought to the notice of the undersigned that some of the staff members are still not adhering to the court timings, i.e. from 10:00 am to 1:30 pm and 2:00 pm to 5:00 pm, not displaying their office ID cards properly and not adhering to the dress code.

All the staff members posted in the courts and/or branches are once again directed to attend to their duties well in time and be on their respective seats by 10:00 am sharp without fail and not to leave the court/branch before 5:00 pm. To ensure that staff members regularly attend Courts/Branches during office hours, all the Ld. Judicial Officers/Officer In-charges are hereby requested to check the said Attendance Registers at random to ensure compliance of the office timings by staff members.

All the staff members are further directed to display their Office Identity Cards properly during office hours and adhere to formal dress code as appended below while on duty:

Male Officials : Shirt (preferably plain), Trousers and Formal Shoes.

Female Officials : Saree, Suit with Dupatta or Pant-Shirt.

(T-shirt, Jeans, Casual Shirt, Jooties, Sport Shoes or Loafer Shoes are strictly prohibited.)

Further, all the Orderlies, Peons, Chowkidars, Farash and Sawai Karamcharies shall attend the office in proper dress/uniform i.e. White Shirt & Navy Blue formal pants (not Denim Jeans) for male officials & Sky Blue (Light Blue) Suit Salwar with White Dupatta for female officials.

All the Ld. Judicial Officers/Officer In-Charges/HOO/CO are requested to ensure that the staff working under them complies with the aforesaid directions in letter and spirit.

In case any official violates the aforesaid directions, Ld. Judicial officers and Ld. Officer In-Charges/ HOO/CO of respective Courts/Branches are requested to issue warning in writing to the erring official at their own end. In Case, no improvement is seen in the conduct of the official, name of the erring official and action taken report along-with relevant documents be forwarded to the undersigned for necessary action.

Non-Compliance of above directions will be viewed seriously and will attract disciplinary action against the erring official.

Office of Principal & Sessions Judge (HQs)
Tis Hazari Courts, Delhi
21 MAR 2023

(GIRISH KATHPALIA)

PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)

Delhi

No. 9862-10042-2023
Copy forwarded for information & necessary compliance to:

Dated, Delhi the

20 MAR 2023

1. Ld. Principal District & Sessions Judges, West/New Delhi/East/North-East/Shahdara/North/North-West/South/South-East/South-West, Delhi/New Delhi.
2. Ld. Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Court Complex, New Delhi.
3. All the Ld. Judicial Officers (DHJS & DJS), Central District, Tis Hazari Courts, Delhi with the request to circulate amongst all staff members posted under their control.
4. All the Sr. AO(J)/AO(J)/Accounts Officers/Asstt. Accounts Officers/Branch In-Charges, Central District, Tis Hazari Courts, Delhi.
5. PS to the undersigned.
6. The Dealing Official, Layers, Computer Branch, Central District, Tis Hazari Courts, Delhi for uploading on LAYERS.
7. The Website Committee, Tis Hazari Courts, Delhi.

Ld. OIC Admn. Bx

PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)

Delhi

P.D. SSO (N-W), Rohini
21/3/23