

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

CIRCULAR

It is again impressed upon all the officials to maintain punctuality and regularity in the office. If official intends to avail any kind of leave he/she shall intimate the office in advance and in case of any emergency, intimation may be given to the office through their colleagues. Intimation of short leave should be given by the members of the staff in writing to whom message has been conveyed. Apart from that the attendance should be marked by the officials in attendance register. Any deviation would entail suitable action against the erring officials.

It is further impressed upon all the Judicial Officers, Sr. Administration Officers (Judl), Administrative Officers (Judl) and Branch In-Charges to ensure that staff members should maintain punctuality & regularity and they shall check attendance register daily. Account of casual leave shall be maintained in each court/branch and while applying the leave the employee/officer/official shall give the note regarding number of leave, nature of leave applied for and availed in the particular year.

Further an intimation register shall also be maintained in each Court/Branches with the following coloums:

1. Name of official
2. Intimated to whom
3. Date/Time/Leave
4. Reason

The above register is required to be seen and closed by the concerned OIC's/Administrative Judge/Court on the daily basis. In the absence of the concerned OIC's/Administrative Judge/Court the register is required to be seen and closed by the concerned link OIC's/Administrative Judge/Court.

*Girish Kathpalia*  
28.2.20  
(Girish Kathpalia)

District & Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

No. 8681-8881 Admn.I.II.III/Leave/2020

Dated, Delhi the 29/02/2020

Copy forwarded for information and necessary action to:

1. The District & Sessions Judge, West(THC), East (KKD Courts), North East (KKD Courts), Shahdara (KKD Courts), New Delhi (PHC), North West & North Rohini Courts, South (Saket Courts), South East (Saket Courts) and South West District (Dwarka Courts), Delhi with the request to circulate the directions amongst the officials posted in their respective districts.
2. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi to circulate the directions of the Officials posted under their control.
3. All the Sr. A.O.(Judicial)/A.O(Judicial), Branch In-Charges, Central District, Tis Hazari Courts, Delhi to circulate the directions to the Officials posted under their control.
4. Chairman/Nodal Officer, Web Site Committee, Tis Hazari Courts, Delhi with the direction to upload the circular on official website.
5. Personal Office of the Ld. District & Sessions Judge (HQs), Delhi.
6. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi

Marked to Ld-OIC Admn.Bz.

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District & Sessions Judge (HQs)  
Delhi

*Q*  
जिला एवं सत्र न्यायाधीश (उत्तर-पश्चिम)  
District & Sessions Judge (North-West)  
रोहिणी न्यायालय, दिल्ली  
Rohini Courts, Delhi  
21/3/2020



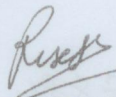
**OFFICE OF THE DISTRICT & SESSIONS JUDGE (NORTH-WEST)**  
**ROHINI COURTS, DELHI.**

No.F1(1)/Admn./NW/RC/2020/ 9766 - 9833

Dated 16<sup>th</sup> March, 2020

Copy of the Circular forwarded to:-

1. All the Ld. Judicial Officers (North-West)/ The Ld. Judge In-Charge, Mediation Centre, Rohini Courts, Delhi with the request to bring the contents of the enclosed Circular in the notice of the staff working under their kind control, for necessary compliance.
2. All the Branch In-Charges (North-West), Rohini Courts, Delhi with the request to bring the contents of the enclosed Circular in the notice of the staff working under their control, for necessary compliance.
3. Personal Office of the Ld. District & Sessions Judge (North-West), Rohini Courts, Delhi.
4. Record Officer, Rohini Courts, Delhi.
5. Branch In-Charge, R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.
6. Web-site Committee, Rohini Courts, Delhi.

  
16/3/2020  
(RAMESH KUMAR SETHIA)  
Sr. A.O. (J) N/W  
ROHINI COURTS, DELHI.