


**OFFICE OF THE DISTRICT & SESSIONS JUDGE NORTH-WEST DISTRICT
ROHINI COURTS: DELHI**

CIRCULAR

Consequent upon publication of Delhi District Court Establishment (Appointment and Conditions of Services) Rules, 2012 in the Delhi Gazette dated 02.12.2013 and changes therein with regard to nomenclatures of various posts, all the Administrative Officers (Judl.)/Branch Incharge(s) and Readers of North-West District, Rohini courts are hereby directed to get the enclosed proforma filled up by the staff members (whose designations stand changed as per Delhi District Court Establishment (Appointment and Conditions of Service) Rules, 2012 of their respective Court/Branch, within three days and send the same to the Sr. A.O.(Judl.)Admn.(N/W) Rohini Courts, Delhi.

Further, if any official in any Court/Branch does not have a Biometric Attendance Card, he/she is directed to fill up the enclosed proforma and send the same through their A.O.(Judl.)/Branch Incharge/Reader concerned at the earliest.

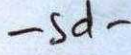

(DIG VINAY SINGH)
SPL. JUDGE NDPS/OFFICER IN-CHARGE
BIOMETRIC CELL
ROHINI COURTS: DELHI.

No. 17760-17832 /Biometric/RC/14

Dated Delhi the 17-07-14

Copy forwarded for information and necessary action to:-

1. All Judicial Officers, Rohini Courts, Delhi with request to bring the contents of the circular to the notice of court staff working under their control.
2. Sr. A.O.(J)/all A.O.(J)/all Branch In-Charges, Rohini courts, Delhi with directions to bring the contents of the circular to the notice of all officials working under their control.
3. P.S. to Ld. District & Sessions Judge (N/W), Rohini Courts, Delhi.
4. APRO, Rohini Courts, Delhi.
5. Record Officer, Rohini Courts, Delhi.
6. Web-site Committee (English/Hindi), Rohini Courts, Delhi.


SPL. JUDGE NDPS/OFFICER IN-CHARGE
BIOMETRIC CELL
ROHINI COURTS: DELHI.

PROFORMA FOR BIOMETRIC ATTENDANCE CARD

Unique I.D. _____
(for office use only)

(Note: Details to be filled up in **CAPITAL LETTERS** only)

Affix Latest
Passport size
photograph here
(with red
background)
**without
attestation**

1. Name of the Employee : _____
2. Father's / Husband's Name : _____
3. Designation : _____
(According to Delhi District Court
Establishment Appointment and
Conditions of Services Rules,2012)
4. Employee Code : _____
5. Present Posting : _____
6. Home Address : _____

7. Date of Birth : _____
8. Date of Joining : _____
9. Marital Status : _____
10. Blood Group : _____
11. Contact No.
(To be printed on card) : _____
12. Mobile No.
(For office use) : _____

UNDERTAKING:

I hereby undertake and confirm that the particulars given above are correct and as per office record.

(SIGNATURE OF APPLICANT)

(A.O. (J)/Branch Incharge/Readers)
With stamp

Note: Employees shall put their signatures in large at the back side of this Proforma with black marker before submitting this form.

Employees shall fill their particulars as per office records. If any discrepancy is found in the particulars so furnished, the official shall be liable for disciplinary action.