

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH-WEST)

ROHINI COURTS, DELHI.

No.F2(1)/Admn./NW/RC/21/_____

Date:- 27th March, 2021.

CIRCULAR

Subject:- Requisition for Sr. PAs/PAs.

Attention of all Judicial Officers/ Sr. PAs/PAs/Readers/Ahlmads/Assistant Ahlmads (North-West District) is drawn towards Circular No.F2(1)/Admn.(NW)/RC/2020/6034-6072 dated 05.02.2020 and No.F2(1)/Admn.(NW)/RC/2020/8123-8161 dated 02.03.2020 issued by this office on the captioned subject (copies enclosed).

It has been observed by the undersigned that despite clear directions with respect to requisition for Sr. PAs/PAs in the aforementioned circulars, the said directions are not followed in letter and spirit.

All Judicial Officers (North-West District) are requested and all Sr. PAs/PAs/Readers /Ahlmads/Assistant Ahlmads (North-West District) are directed to adhere to the directions contained in the aforementioned circulars scrupulously.

Further, all Ld. Judicial Officers (North-West District) are requested to immediately relieve their Sr. PA/PA when a requisition letter/order is issued by this office so that Sr. PA/PA is provided to the court(s) where there is no Sr. PA/PA due to leave of the latter.



(SURESH KUMAR GUPTA)

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

No. F2(1)/Admn./NW/RC/21/ 11874-11919

Date:- 27th March, 2021.

Copy forwarded for information and necessary action to:-

1. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. The Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.
3. All the Judicial Officers posted in North-West District, Rohini Courts, Delhi.
4. **Chairpersons of all Committees, Rohini Courts, Delhi, constituted by the undersigned, with the request not to send requisition for Sr. PA/PA for the meetings, as stated in Circular No.F2(1)/Admn.(NW)/RC/2020/6034-6072 dated 05.02.2020.**
5. The Record Officer (North-West), Rohini Courts, Delhi.
6. The Website Committee, Computer Branch, Rohini Courts, Delhi.
7. The dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.



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

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

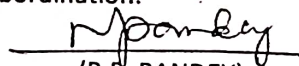
CIRCULAR

Sub: Requisitions for Stenographer(s).

For ensuring smooth functioning of courts and in view of the acute shortage of Stenographers in this district, all the Ld. Judicial Officers posted in North-West District are impressed upon to adhere to the following directions while making requisitions for stenographers:-

1. The requisition for stenographer shall be sent in written only.
2. The requisition for stenographer may be sent & entertained by the office only when no stenographer is available in the court and such requisition shall clearly mention the type of leave (Full day leave/ Half Day leave/ Late Attendance etc.) of Stenographer(s). If there is one stenographer present in the court, requisition for stenographer shall not be sent.
3. Stenographer shall not be provided for meeting of any Committee and the Chairman of the Committee is requested to use the services of the Stenographers posed in his/her court.
4. When an order regarding withdrawal of a Stenographer in exigency is made for any day by the office, the Ld. Judicial Officers are requested to relieve the Stenographer immediately.

Further, where any Stenographer is present on the day, and after receiving/ learning about the requisition, proceeds on leave or refuse to comply with the order, appropriate action will be taken against the erring Stenographer for insubordination.

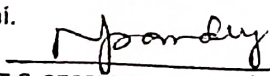

(R.P. PANDEY)

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

No.F2(1)/Admn.(NW)/RC/2020/6034-6072.
Copy forwarded to:-

Dated 5/2/20.

1. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Ld. Judicial Officers (North-West), Rohini Courts, Delhi for necessary compliance and with the request to bring the contents of the Circular into the notice of Stenographer(s) posted in their courts.
3. The Dealing Assistant, Administration Branch-I, North-West, Rohini Courts, Delhi with the direction to strictly comply with the above said directions and put up the Compliance Report on daily basis before the Ld. Officer In-Charge, Administration Branch-I, North-West, Rohini Courts, Delhi.
4. Record Officer, North-West, Rohini Courts, Delhi.
5. For uploading on LAYERS, Rohini Courts, Delhi.


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

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

CIRCULAR

Sub: Requisitions for Stenographer(s).

It has come to the notice of the undersigned that the directions issued by the undersigned vide Circular No.F2(1)/Admn.(NW)/RC/2020/6034-6072 dated 05.02.2020 (copy attached) are not being adhered to by some Ld. Judicial Officers.

All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi are hereby once again impressed upon to strictly adhere to the previous directions issued vide the above said Circular.

All the Sr.PAs/PAs posted in North-West District, Rohini Courts, Delhi, are also hereby directed to report for duty to the Administration Branch-I (North-West) **strictly by 10.10 A.M.** whenever their Ld. Judicial Officer(s) happens to be on leave/training. If he/she does not report by 10.10. A.M., then an explanation as to "Why he/she has not reported within the prescribed time" shall be submitted at the time of reporting. Otherwise, the day shall be marked as Unauthorised Absence for the concerned Sr. PA/PA.

In case, Sr.PA/PA is also on leave, then Reader/Ahlmad/Assistant Ahlmad, is also hereby directed to send the written intimation in this regard **positively by 10.10 A.M** to the Administration Branch-I (North-West).

Non-compliance of the said directions, shall entail strict disciplinary action against the erring official.


(R.P. PANDEY)

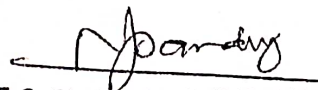
DISTRICT & SESSIONS JUDGE (NORTH-WEST)
ROHINI COURTS, DELHI.

No.F2(1)/Admn.(NW)/RC/2020 8123-8161

Dated 2/3/2020.

Copy forwarded to:-

1. The Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Ld. Judicial Officers (North-West), Rohini Courts, Delhi for necessary compliance and with the request to bring the contents of the Circular into the notice of staff posted in their courts.
3. The Dealing Assistant, Administration Branch-I, North-West, Rohini Courts, Delhi with the direction to strictly comply with the above said directions and put up the Compliance Report on daily basis before the Ld. Officer In-Charge, Administration Branch-I, North-West, Rohini Courts, Delhi.
4. Record Officer, North-West, Rohini Courts, Delhi.
5. For uploading on LAYERS, Rohini Courts, Delhi.


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