

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

CIRCULAR

Sub: Requisition for Sr.P.A./P.A.

This office has been issuing directions from time to time, qua sending the requisition for Sr. P.A./P.A. to this office. However, despite such directions in force, the undersigned has observed that they are not being followed strictly.

As this office is facing acute shortage of Sr. P.A.s/P.A.s, all the Ld. Judicial Officers (North-West District), Ld. Chairpersons of the Committee appointed by the undersigned and Sr. P.A./P.A. posted in North-West District are impressed upon to follow the below mentioned directions scrupulously.

1. The requisition for Sr. P.A./P.A. shall be sent in written only.
2. The requisition for Sr. P.A./P.A. shall 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 Sr. P.A./P.A.(s). If there is one Sr. P.A./P.A. present in the court, requisition for Sr. P.A./P.A. shall not be sent.
3. Sr. P.A./P.A. shall not be provided for meeting of any Committee and the Chairperson of the Committee shall use the services of the Sr. P.A./P.A. posted in his/her court and in absence of the same, the services of the Sr. P.A./P.A. posted in the courts of the Members of such Committee shall be used.
4. When an order regarding withdrawal of a Sr. P.A./P.A. is made in exigency for any day by the office, the Ld. Judicial Officers shall relieve the Sr. P.A./P.A. immediately.
5. Sr. P.A./P.A. shall report for duty to the Administration Branch-I (North-West) strictly by 10.10 A.M. whenever their Ld. Judicial Officer 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 days shall be marked as Unauthorised Absence for the concerned Sr. P.A./P.A.
6. In case Sr. P.A./P.A. 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).


(SURESH KUMAR GUPTA)

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

No. F2(1)/Admn./NW/RC/2021/ 27323-27410

Date:- 15/9/21

Copy forwarded to:-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi
2. The Ld. Principal District & Sessions Judge (HJs), Tis Hazari Courts, Delhi.
3. All the Ld. Judicial Officers posted in North-West District, Rohini Courts, Delhi.
4. All the Chairpersons of the Committees appointed by the undersigned.
5. The President / Hony. Secretary, Rohini Court Bar Association, Delhi.
6. The Chief Public Prosecutor, North-West District, Rohini Courts, Delhi.
7. The Sr. A.O.J., North-West District, Rohini Courts, Delhi.
8. The Branch In-Charge, Administration Branch-I&II (North-West), Rohini Courts, Delhi with the direction not to accept any requisition for Sr.P.A./P.A. which are not in conformity with the above said directions.
9. The Personal Office of the undersigned.
10. The Record Officer (North-West), Rohini Courts, Delhi.
11. The Website Committee, Computer Branch, Rohini Courts, Delhi.
12. LAYERS.


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