


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

C I R C U L A R

It has been observed that the Personal Assistants whose Presiding Officers happen to be on leave or on training do not report in the Administration Branch by 10:10 A.M. on their own, which causes hardship to the courts whose Personal Assistants are on leave.

Therefore, all the Personal Assistants are once again directed that whenever their Presiding Officers happens to be on leave or on training, both the Personal Assistants shall immediately report in the Administration Branch, positively by 10:10 AM **failing which strict disciplinary action shall be initiated against the erring official.**

It is once again brought to the notice of all the Judicial Officers posted in North-West District, Rohini Court that this office is still facing acute shortage of Personal Assistants in the office pool. Hence, a substitute Personal Assistant shall be provided in the court where both the Personal Assistant attached are on leave.


(Yogesh Khanna)
District & Sessions Judge (NW)
Rohini Court, Delhi.

No. Misc./Admn./2016/ 22088-22131 Dated, Delhi the 17-9-16

Copy forwarded for information & necessary action to:

1. All the Judicial Officers (North-West), Rohini Court, Delhi with the request to bring the Circular to the notice of their respective Personal Assistant.
2. All the Administrative Officer (Judicial), North-West District, Rohini Court, Delhi.
3. The Record Officer (RTI), Rohini Court, Delhi.
4. PS office to Ld. D&SJ (NW), Rohini Court, Delhi.
5. The Facilitation Centre, Rohini Court, Delhi.
6. Web-Site of Rohini District Court, Delhi.


District & Sessions Judge (NW)
Rohini Court, Delhi.