

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

C I R C U L A R


It is being observed that the PAs/Sr. PAs whose presiding Officers happens to be on leave/training do not report in the Administration Branch at 10.00 a.m. of their own. All the PAs/Sr. PAs are hereby strictly directed that whenever their Presiding Officer happens to be on leave or on training, they will report in the Administration Branch, positively by 10:10 A.M, failing which they shall be marked absent from duty and strict disciplinary action shall be initiated against them.

It is impressed upon all the Judicial Officers not to send request for providing substitute PA/Sr. PA in case one PA/Sr. PA is present in the court and instead utilize the services of the Assistant Ahlmad for recording evidence etc. as they are qualified typists. If any lackadaisical approach is shown, the same may be brought to the notice of the undersigned. Substitute PA/Sr. PA will be provided to the Judicial Officers according to seniority, however, subject to availability. All the Judicial Officers are further requested not to grant leave to both the PA/Sr. PA of their court simultaneously.

As per the existing norms/rules, the court of MM's are entitled for only one PA/Sr. PA. The 2nd PA/Sr. PA is additional and has been provided only to meet the exigencies of work. Such additional PA/Sr. PA shall be withdrawn without any prior notice to meet exigencies. No Judicial Officer will decline/reject to relieve his/her Sr. PA/PA, if he/she is withdrawn.

It is noticed that some Judicial Officers are calling the A.O. (J)/Branch Incharge in person with relevant record for verification of deployment of Sr. PA/PA which creates hassle in the administrative work. The Judicial Officers are impressed upon to refrain from such practice. In case of any grievance, the Judicial Officer may personally meet the undersigned.

Note : Non-compliance of order shall be viewed seriously and strict disciplinary action shall be initiated against the official concerned as per rules.


(RAJNISH BHATNAGAR)
District & Sessions Judge (North-West)
Rohini Courts, Delhi

Dated : 03.10.2018

No. F.2(1)/Cir./Admn.(NW)/2018/ 25330-25398

Dated, Delhi the 04/10/18

Copy forwarded for information & necessary action to:

1. The Ld. District & Sessions Judge (HQs), Delhi.
2. All the Judicial Officers, Administrative Officers (Judicial) and Branch Incharges (North-West District), Rohini Court, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
3. The Record Officer (RTI/NW), Rohini Court, Delhi.
4. PS to the undersigned.
5. The Facilitation Centre, Rohini Court, Delhi.
6. Web-site of Rohini District Court, Delhi.


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