

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ) : DELHI

CIRCULAR

All the members of staff of this office, who have drawn their salary/ arrears of salary from Central District till Feb/March 2014 in which Income tax has been deducted during the financial year 2013-2014, are advised to collect their **Form-16** issued under section 203 of the Income-Tax Act, 1961 from **Accounts Branch, Room No.320, Tis Hazari Courts, Delhi between 4.00 to 5.00 pm till 07.06.2014.**

Since the Form contains personal data/information, the officials should bring along I-Card/ PAN Card for authentication.

Sunil K
(**SUNIL KUMAR AGGARWAL**)
Addl. District & Sessions Judge
Drawing & Disbursing Officer (HQ)
Tis Hazari Courts, Delhi

No. *1067/16779-17229*
...../Accts.320/2014

02 JUN 2014
Dated

Copy forwarded to:-

1. District Judge's Office (HQ), Room No.302-A, Tis Hazari Court, Delhi.
2. Registrar General, Delhi High Court, with the request that these instructions may kindly be brought to the notice of the staff posted in Delhi High Court on diverted capacity.
3. Principal Judge, Family Courts, Dwarka with the request that these instructions may please be brought to the notice of the staff posted in Family Courts on diverted capacity.
4. Director, Delhi Judicial Academy, ~~Dwarka~~ Delhi with the request to circulate the same to the staff posted in Judicial Academy on diverted capacity.
5. Delhi Legal Service Authority, THC, PHC, KKD, Delhi/ New Delhi with the request that these instructions may kindly be brought to the notice of the staff posted in their office on diverted capacity.
6. All Ld. Drawing & Disbursing Officers, West District (THC), New Delhi (PHC), South District (Saket Court), South-East (Saket Court), East District (KKD), North-East (KKD), Shahdara (KKD), North-West (Rohini), North (Rohini), South-West (Dwarka) with request to circulate the same among the staff posted in their Districts.
7. All the Judicial Officers, Tis Hazari Court, with the request to circulate the same among the staff under their control.
8. The Judicial Officers posted at Juvenile Justice Board, Kingsway camp and Delhi Gate with the request that these instructions must also be brought to the notice of the staff posted in their court.
9. All Metropolitan Magistrates, Delhi Jal Board, Jal Sadan, Kanyhaiya Nagar, Lajpat Nagar & Yojna Vihar with the request that these instructions must also be brought to the notice of the staff posted in their courts.
10. All Special Metropolitan Magistrates, POOR HOUSE, Kingsway camp with the request that these instructions must also be brought to the notice of the staff posted in their court.
11. Administrative Officer / Superintendent / AAO / PRO / AARO / Branch In-charges at Tis Hazari Court, Patiala House, Saket Court, KKD Court, Rohini Court, Dwarka Court with the direction to circulate the same among the staff under their control.
12. Railway Magistrate, Old Delhi Railway Station, Delhi
13. Website committee with request to put the same on website of the District Courts.

Sunil K
31.5.14
Addl. District & Sessions Judge
Drawing & Disbursing Officer (HQ)
Tis Hazari Courts, Delhi