

OFFICE OF THE DISTRICT & SESSIONS JUDGE : ROHINI COURTS DELHI

-: CIRCULAR :-

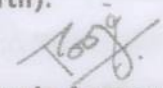
In pursuance of Letter/Circular No. Misc./Admn. (N/W)/2019/ 4279-4404 dated 08.02.2019 issued by Ld. District and Sessions Judge, N/W and Officiating District & Sessions Judges, North, Rohini Courts, Delhi regarding observance of uniform/dress code in Rohini Courts Complex, it is noted that observance of dress code/formal uniform in District Courts Rohini is a must for proper working atmosphere and dignity of courts and any variation thereof should entail disciplinary action.

Accordingly, the staff members posted in North-West & North District, Rohini Courts, Delhi are directed to comply with the following guideline/rules with immediate effect :

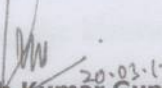
1. All the Branch In-charges/Readers are hereby entrusted with the duty to ensure that the officials/staff under their direct control wear their proper uniform/formal dress and also display their identity cards in all time during office hours. The Branch Incharges/Readers shall also ensure that no staff official is using their mobile phone during the duty hours except with the prior permission of the Presiding Officer/Officer Incharge, and that too in absolute necessity.
2. The Branch Incharges/Reader shall carry out routine inspections in their branches to check the aforesaid directions and in case of any breach of the uniform code, show cause notice be given to the erring official/staff member by the Branch Incharge/Reader.
3. The Undersigned shall be informed of the said breach latest by 01:00 p.m. through Branch Incharges/Reader of concerned District on the same day. Thereafter, reply of the erring official along with receipt of the show cause notice be placed before Observance Committee by the Incharge of concerned administration of concerned district to which the official belongs after due processing in due course. (Proforma of Show Cause Notice is enclosed herewith)
4. In case, the staff official has not been issued an official ID Card till date, such officials/staff members are required to apply for official identity cards within 7 days of issuance of these guideline and till the time the same is prepared by the office of Ld. District and Sessions Judge, Hqrs, a temporary card, in attached format with photograph duly attested by the Ld. Presiding Officer of the Court or the Officer Incharge of the Branch concerned may be used.
5. Surprise inspection may be conducted by the Observance Officer at any time and if any official/staff is found violating the aforesaid directions prescribed in the letter/circular no. 2216-2341, dated 22.1.2019, they shall be subjected to appropriate disciplinary inquiry/action as deemed fit.

In terms of aforesaid guidelines, all the Ld. Judicial Officers are also requested to keep a vigil that the staff members are adhering to the above directions/guideline. All the Branch Incharges/Readers are directed to strictly comply with the aforesaid directions, failing which, disciplinary proceeding shall also be initiated against them.

This issues with the approval of Ld. District & Sessions Judge (North-West) and Ld. District & Sessions Judge (North).


(Pooja Aggarwal)

Metropolitan Magistrate (N/W)/ Observance Officer
Rohini Courts Complex, Delhi


(Mukesh Kumar Gupta)

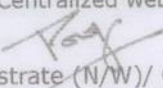
ADJ+MACT (N/W)/ Observance Officer
Rohini Courts Complex, Delhi

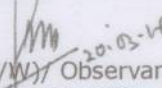
No. 8.7.18.8948/Dress Code/2019

Dated 22.3.2019

Copy forwarded for information and necessary action to :-

1. All the Ld. Judicial Officer (North-West) & North District Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their control.
2. All the Ld. Judicial Officers posted in Family Courts (North-West) & North District Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their control.
3. All the Ld. Judge In-charge, Mediation Centre, District Court Rohini, Delhi with the request to bring the contents of the circular to the notice of the staff working under their control.
4. The Secretary, DLSA (North-West), Rohini Courts, Delhi, with the request to bring the contents of the circular to the notice of the staff working under their control.
5. All the Sr. A.O. (J)/ & All the Branch In-Charges of North-West and North District, Rohini Courts, Delhi
6. The Record Officer (RTI) of North-West and North District, Rohini Courts, Delhi.
7. The Facilitation Centre, Rohini Courts, Delhi
8. Web-site of Rohini District Courts, Delhi
9. The Dealing Official, Layers seat, Rohini Courts, Delhi for uploading on Layers.
10. For uploading on Centralized website through LAYERS.


Metropolitan Magistrate (N/W)/ Observance Officer
Rohini Courts Complex, Delhi


ADJ+MACT (N/W)/ Observance Officer
Rohini Courts Complex, Delhi

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

No...../Concerned Branch/Court

Dated.....

To

Mr./Ms.....

Designation.....

Emp. Code.....

Posting.....

Show Cause Notice

Sub. : Violation of Circulars bearing Number Misc./Admn. (N/W)/2019/ 4279-4404 dated, Delhi 08.02.2019 and Misc./Admn. (N/W)/2019/2216-2341, dated 22.1.2019

Memo,

As per directions prescribed in above captioned circular, you have not adhering the directions in regard to "**wear the formal dress code/Uniform/displaying the identity card/using mobile phone during the office hour**" I have been directed by the Observance Committee to call your explanation as to why you have not follow the above said directions.

You are hereby directed to submit your explanation at the earliest falling which disciplinary action shall be taken against you.

Branch Incharge/Reader
with stamp
Rohini Court Complex, Delhi

No...../Concerned Branch/Court

Dated.....

1. Copy forwarded to Sr. A.O(J)/A.O./Branch Incharge of concerned Administration Branch of concerned District to put the same before Observance Committee for information and necessary action.

Branch Incharge/Reader
with stamp
Rohini Court Complex, Delhi

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH-WEST AND NORTH DISTRICT
ROHINI COURT COMPLEX, DELHI**

Attested
Photograph

TEMPORARY I-CARD PROFORMA

NAME OF THE OFFICIAL :

NAME OF THE FATHER/SPOUSE :

DATE OF BIRTH :

MAILING ADDRESS :

POSTING OF THE OFFICIAL :

CONTACT NUMBER :

BLOOD GROUP :

SIGNATURE OF THE OFFICIAL

Forwarded by

**Officer-In-Charge/Sr. A.O.(J)/A.O. (J)/Branch Incharge
with Stamp**