

CIRCULAR

WHEREAS, an amount of Rs.1,10,000/- for providing technical devices (TDs) including computers had been granted to each of the Judicial Officer (JO) of the Delhi Higher Judicial Service and the Delhi Judicial Service, in terms of Office Memorandum dated 24.09.2013 issued by the Government of NCT of Delhi;

AND WHEREAS a Committee of Hon'ble Judges was constituted to consider the issue regarding utilization of Rs.1,10,000/- so provided by the Government of NCT of Delhi to the Judicial Officers for purchase of technical devices vide the aforesaid OM dated 24.09.2013;

AND WHEREAS the explanations submitted by the Judicial Officers in respect of the utilization of amount for purchase of technical devices were considered and the report dated 10.11.2016 was submitted by the Committee;

AND WHEREAS the said report dated 10.11.2016 of the Committee was accepted by the Full Court of the High Court of Delhi in its meeting held on 04.01.2017;

AND WHEREAS the Committee took view that in order to avoid such irregularities in future, whenever funds are released to the Judicial Officers for the purposes of procurement of office equipment or other articles, clear instructions and guidelines should be issued, which should be required to be strictly adhered to and accordingly, the Committee laid down certain guidelines and recommended for issuance of clear instructions.

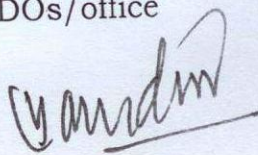
NOW THEREFORE, the following instructions are issued for strict adherence whenever in future funds are released to the Judicial Officers for the purposes of procurement of office equipment or other articles:

1. It should be clearly stated by the office as to by when, the amounts disbursed under any such scheme (for purchase of office equipments and other such items) should be expended. The office should be clear with regard to the period/financial year during which the amounts could be utilized and this aspect should be conveyed/circulated to all concerned.
2. The JOs should be required to make purchases only by making payment either by way of pay orders, cheques or through credit cards i.e. all transactions should be channelized through banks. Cash purchases by officials should not be permitted, except where they

relate to small amounts upto Rs. 5,000/-. The purchases should be made only in the name of the JO, and not in any other name of any family member, or anyone else. All such purchases should be made locally only through authorized dealers against invoices/bills, which contain full particulars of registration under the taxation laws.

3. The JOs should be required to submit copies of original invoices and receipts at the time of settlement of their respective claims.
4. Facility of drawing advance, if applicable under the Scheme should be clearly communicated to the JOs.
5. The JOs while drawing advance payment under any such Scheme should be instructed to utilize the amounts within a prescribed time limit, failing which the amounts should be required to be re-deposited. Withholding of such amount and failure to deposit the same within the prescribed period should attract payment of interest at a notified rate. The officers should be put to notice that a lapse in this regard may invite appropriate disciplinary action.
6. The JOs should be encouraged to raise queries in case they have any doubts about the working of the Scheme and each District Judge should nominate a Nodal Officer who should address all such queries and issue instructions/circular on the implementation of any such Scheme to all concern. The District Judge (Central) should ensure there is uniformity in the manner of implementation of any such Scheme in all the District Courts, and in the matter of interpretation an implementation of the Scheme. The concerned DDOs/office should scrutinize each such claim.

Dated: 03.04.2017


(H.C.SURI)
Registrar-cum-PPS to Hon'ble the Chief Justice,
Delhi High Court.

To:

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge (East), Karkardooma Courts, Delhi.
3. The District & Sessions Judge (New Delhi), Patiala House Courts, Delhi.
4. The District & Sessions Judge (South West), Dwarka Courts, Delhi.
5. The District & Sessions Judge (West), Tis Hazari Courts, Delhi.
6. The District & Sessions Judge (North West), Rohini Courts, Delhi.
7. The District & Sessions Judge (South), Saket Courts, Delhi.
8. The District & Sessions Judge (North East), Karkardooma Courts, Delhi.
9. The District & Sessions Judge (South East), Saket Courts, Delhi.
10. The District & Sessions Judge (Shahdara), Karkardooma Courts, Delhi.
11. The District & Sessions Judge (North), Rohini Courts, Delhi.