

323
28/8/19

Dated - 27/3/19.

HIGH COURT OF DELHI
Shershah Road, New Delhi

1353-1365
No. _____/DHC/Gaz./G-3/2019

From:

The Registrar General
High Court of Delhi
New Delhi.

To

1. The District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge, North-West, Rohini Courts, Delhi.
3. The District & Sessions Judge, South, Saket Courts, New Delhi.
4. The District & Sessions Judge, South-East, Saket Courts, New Delhi.
5. The District & Sessions Judge, East, Karkardooma Courts, Delhi.
6. The District & Sessions Judge, New Delhi, PHC, New Delhi.
7. The District & Sessions Judge, Shahdara, KKD Courts, Delhi.
8. The District & Sessions Judge, North-East, KKD Courts, Delhi.
9. The District & Sessions Judge, South-West, Dwarka Courts, New Delhi.
10. The District & Sessions Judge, West, Tis Hazari Courts, Delhi.
11. The District & Sessions Judge, North, Rohini Courts, Delhi.
12. The Principal Judge, Family Courts (Hqrs.), Dwarka.
13. The Chairperson, Delhi Judicial Academy, Delhi.

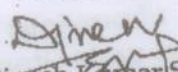
Sub:- Guidelines regarding furnishing information in prescribed proforma in Annexure 'A' while seeking permission

Sir/Madam,

I am directed to forward herewith amended proforma "Annexure A", prescribed for furnishing information regarding foreign visits while seeking permission to visit abroad by the Judicial officers, and to say that Hon'ble the Chief Justice and Hon'ble Judges have been pleased to direct that after performing the visit, the Judicial officer should furnish the details of all the transactions related to the visit, including details of the travel agent (name, address and contact number) if any, foreign exchange purchased and particulars of payment made towards purchase of foreign exchange.

Hon'ble the Chief Justice and Hon'ble Judges have further been pleased to direct that the Judicial officers should preserve the hotel bills, foreign transaction bills, air tickets, travel package, credit card bills etc. till the information furnished by them after performance of the visit is taken on record by this High Court.

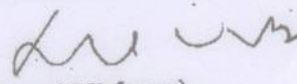
Yours faithfully,


(Dinesh Kumar Sharma)
Registrar General

Endst. No. 1366/DHC/Gaz./G-3/2019

Dated: 27/3/19.

copy forwarded to the OSD (Estt. Branch), Delhi High Court, Delhi with the request to circulate the same amongst all the Judicial officers on deputation in this court.


(Jugal Kishore)
Assistant Registrar (Gaz.-I)

Let the Jdls
District & Sessions Judge (North-West)
District & Sessions Judge (North-East)
District & Sessions Judge (South-East)
District & Sessions Judge (South)
District & Sessions Judge (East)
District & Sessions Judge (New Delhi)
District & Sessions Judge (Shahdara)
District & Sessions Judge (North-East)
District & Sessions Judge (South-West)
District & Sessions Judge (West)
District & Sessions Judge (North)
Principal Judge, Family Courts (Hqrs.)
Chairperson, Delhi Judicial Academy

28/8/2019

PROFORMA

Annexure 'A'

(See O.M.No.11013/7/2004-Estt.(A) dated 5th October, 2004)

1. Name
2. Designation
3. Pay
4. Ministry/Department (specify Centre/State/PSU)
5. Passport No.

6. Details of private foreign travel to be undertaken :

Period of abroad		Names of Foreign Countries to be visited	Purpose	Estimated Expenditure (Travel, board/lodging, visa, misc, etc.)	Source of Funds	Remarks
From	To					

7. Details of previous private foreign travel, if any undertaken during the last four years (as under item No. 6).
8. Details of persons accompanying (indicating relation, if any with each and specifying dependents).
9. (a) The nature of arrangement for stay while abroad (eg.hotel, club, institution, individual etc. with complete postal address and telephone numbers) {details including of travel agent, if any, and of foreign exchange purchased and spent abroad to be furnished after return}.
- (b) If the host is an individual, the nature of relation with him/her.

Name :

Designation:

Date:

NB : The Officer should preserve the hotel bills, foreign transaction bills, air tickets, travel package, credit card bills etc.till the intimation sent by the Officer after performance of the foreign tour is taken on record by this Court.