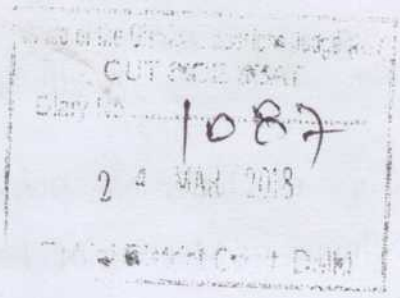
OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs):
Tis Hazari Courts, Delhi-110054.

No. 9091-T /Acctts./114/2018 Dated..... 24 MAR 2018

To

The Ld. Head of Office
O/o District & Sessions Judge
West, North, North-West, South,
South-East, South-West, New Delhi,
East, North-East & Shahdara District
Delhi/New Delhi.



Subject:- **Minutes of Meeting dated 12/03/2018**

Sir/Madam,

I am directed to forward herewith the minutes of meeting held on **12/03/2018 (Monday) at 04.00 p.m. in the Room No.327, 3rd Floor, Tis Hazari Courts, Delhi** for taking further necessary action at your own end.

Thanking you

Yours faithfully

Encl:- **As above**

(Raj Kumar Kundoo)
Drawing & Disbursing Officer (HQs)
Head of Office, Tis Hazari Courts, Delhi.

No...../Acctts./114/2018 Dated.....

Copy forwarded for information & necessary action to :-

1. *The P.A. to Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.*
2. *AOJ (Judl.), Administration Branch-I, II & III, Tis Hazari Courts, Delhi.*

Drawing & Disbursing Officer (HQs)
Head of Office, Tis Hazari Courts, Delhi.

Seen

A.O./Controlling officer

Accounts officers to

Annexure "A"

Sl. No.	Agenda	Minutes
1.	Technical Devices & Camp Office Allowance	1) Only original invoices/bills are required for claim to be submitted. The original bills submitted at the time of claim may be returned to officer after settlement of the claim on his/her request in writing. 2) The claim of the payment details should be supported with Receipt/slip of payment made through credit card/debit card. Statement of Account should also be filed of payment made through cheque and other bank mode. 3) Authorised dealer means any registered dealer/vendor having valid GST registeration, whose bills/invoices contain full particulars of registeration under taxation laws. 4) In case both (husband & wife) are working as judicial officers in the establishment and entitled for "Camp Office Allowance" under this facility, then only one can claim with proper undertaking/ NOC of the spouse. 5) Disbursement of Camp Office Allowance, Technical Devices, Purchase of Office Bag/Brifecase/Ladies Purse, Home Orderly Allowance, Robe-Dress Allowance etc., must be entered in the service book of the concerned judicial officer so as to ascertain the Block Year. 6) Camp Office Allowance and Technical Devices are not allowed for probationers. 7) If any items of Camp Offices falls in the category of Tech. Devices (vice-versa) as well the same shall not be repeated for claim at the time of Technical Device.

Continued on page....2/-