

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

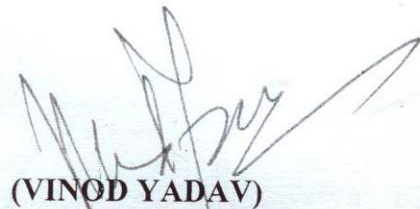
No. _____/Accts/NW/2016-17

Dated: _____

C I R C U L A R

Attention of all the Non-Gazetted officials on the Pay Roll of this Office are hereby invited towards the letter No. .4(11)/2016/T-1/Pr.AO/3717-3817 dated 21/11/2016 with request to exercise the option latest by 23/11/2016 in the prescribed proforma (copy enclosed) for release of part salary in advance amounting to Rs.10,000/- (Ten Thousand) for the month of November 2016 in the form of cash. This amount would be recoverable from the salary of December 2016.

In case no option is received by 23/11/2016, it will be presumed that the employee has opted for cash pay-out and the payment thereof will be disbursed*in cash accordingly.



(VINOD YADAV)
**Addl. District & Sessions Judge/
Drawing & Disbursing Officer/HOO,
North-West District, Rohini Courts, Delhi**

No. 31867-31937/Accts/NW/2016-17

Dated: 22/11/2016

Copy forwarded for information and necessary action to:

1. A.O. (J) R & I Branch with direction to arrange ~~to~~ wide circulation among the staff member.
2. A.O.(J) Computer to upload the circular on the office website.

PROFORMA

(Reference to letter no 4(11)/2016/T-1/Pr.AO/3717-3817 dated 21/11/2016) of Government of NCT of Delhi A-Block, Vikas Bhawan, I.P.Estate, New Delhi.

With reference to the above mentioned letter, I hereby give my option to receive/not receive (strike out, which is not applicable) part salary, in advance, amounting to Rs.10,000/- (Rupees ten thousand) for the month of November 2016 in the form of cash.

Date:

Signature _____

Name _____

Designation _____

Court _____

To

Drawing & Disbursing Officer
North-West District
Rohini Court, Delhi