

No.D&SJ(N-W)/Sectt./RC/2019/.....<sup>26313-26433</sup> Dated : 23/8/19.

**CIRCULAR**

**Sub. : Dress Code and Displaying of Identity Card**

During course of inspection, it is being noticed that the officials are grossly flouting the directions vide Circular No. Admn.II/Cir./2017/32376-32526 dated 22.05.2017 bearing Endorsement No.F.2(1)/Cir./Admn.(N-W)/14350-14419 dated 25.05.2017, No. Misc./Admn.(N-W)/2019/4279-4404 dated 08.02.2019 and No.8718-8940/Dress Code/2019 dated 22.03.2019 regarding wearing **Proper Uniform** and **displaying Identity Card** during office hours. All the staff members are hereby once again directed to strictly adhere to the above directions. Any deviation shall be viewed seriously and suitable disciplinary action shall be initiated against him/her.

  
(DEEPAK JAGOTRA)

District & Sessions Judge(N-W)  
Rohini Courts, Delhi

f2(1)

**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

Dated: 22/3/2019

No. 87/18-8946/Dress Code/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

*Staff to note*

*W/o 22/3/19*

*Sr AO (J) (Admn.)  
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**OFFICE OF THE DISTRICT & SESSIONS JUDGE : ROHINI COURT : DELHI**

**Sub: For adhering the prescribed dress code/formal dress, displaying the identity card and not using the mobile phone during the duty hours.**

Despite the earlier circulars bearing no. Misc./Admn.(NW)/2019/2216-2341 dated 22.01.2019 of this office and 37612-37782/Admn.I/Misc./2016 dated 24.11.2016 of the Ld. District & Sessions Judge (HQs), Delhi, it is being noticed that the staff members posted in North-West & North Districts, Rohini Courts, Delhi are not adhering to the directions in regard to formal dress code, displaying the identity cards and using mobile phones during office hours. The staff members are hereby once again directed to strictly adhere the directions in letter and spirit. Non-compliance will be viewed seriously and the erring officials shall be recommended for suitable disciplinary action.

Further, the following Judicial Officers are hereby nominated to see the observance of the dress code by the staff:

1. **For Male Staff Members :** Sh. Mukesh Kumar Gupta, ADJ+MACT, North-West District, Rohini Courts, Delhi.
2. **For Female Staff Members :** Ms. Pooja Aggarwal, MM, North-West District, Rohini Courts, Delhi.

The Judicial Officers are hereby impressed upon to keep a vigil that the staff members are adhering to the above directions.

*Vinod Kumar*  
**(VINOD KUMAR)**

Officiating District & Sessions Judge (North)  
Rohini Courts, Delhi

*Rajnish Bhatnagar*  
**(RAJNISH BHATNAGAR)**

District & Sessions Judge (North-West)  
Rohini Courts, Delhi

**Dated : 07.02.2019**

No.Misc./Admn.(NW)/2019/ 4279-4404

Dated, Delhi the 08/2/19

**Copy forwarded for information and necessary action to :-**

1. All the Ld. Judicial Officers (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. 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 A.O.(J) & All the Branch In-Charges of North-West & North District, Rohini Courts, Delhi.
6. The Record Officer (RTI) of North West & North District, Rohini Courts, Delhi.
8. The Facilitation Centre, Rohini Courts, Delhi.
9. Web-Site of Rohini District Courts, Delhi.
10. The Dealing Official, LAYERS seat, Rohini Courts, Delhi, for uploading on LAYERS.
11. For uploading on Centralized website through LAYERS.

*Vinod Kumar*  
**(VINOD KUMAR)**

Officiating District & Sessions Judge (North)  
Rohini Courts, Delhi

*Rajnish Bhatnagar*  
**(RAJNISH BHATNAGAR)**

District & Sessions Judge (North-West)  
Rohini Courts, Delhi