

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : NORTH-WEST DISTRICT :
ROHINI COURT : DELHI**


Sub : Adherence of Office Timings by the Subordinate Staff

It has been noticed that certain staff members are coming late in the morning or leaving early in the evening. To ensure that the staff members regularly attend courts/branches during office hours, it is directed that Attendance Registers of all the branches shall be handed over to the Reader of the court of respective Ld. Officer Incharge by 10.15 a.m. and same are to be collected back at 4.45 p.m.

Staff Attendance Registers maintained in the courts of the Ld. Civil Judges and Ld. Metropolitan Magistrates shall be deposited with Readers of the courts of Ld. Senior Civil Judge and Ld. Chief Metropolitan Magistrate, respectively, by 10.15 a.m. and same are to be collected back at 4.45 p.m.

The Attendance Registers of the Ld. ASJ's/ADJ's shall be deposited with the Reader of the court of the undersigned by 10.15 a.m. and same are to be collected back at 4.45 p.m. The Ld. Officer Incharges/Ld. Sr. Civil Judge/Ld. CMM are requested to check the said Attendance Registers at random, to ensure compliance of the office timings by the staff members.

Hence, the practice of sending daily attendance sheets by the courts and branches of North-West District, Rohini Courts, Delhi are hereby dispensed with from immediate effect.


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

No.Misc./Admn.(NW)/2019/ 17170-17238 Dated, Delhi the 24/5/19.

Copy forwarded for information & necessary action to:

1. All the Judicial Officers, Rohini Courts (North-West), Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
 2. 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 kind control.
 3. All the Sr. A.O. (J)/A.O. (J) / Branch Incharges (North- West), Rohini Courts, Delhi with the request to bring the contents of the circular to the notice of the staff working under their kind control.
 4. The Ld. District & Sessions Judge Secretariat (North-West), Rohini Courts, Delhi.
 5. Web-site Committee of Rohini District Court, Delhi.
 6. The Dealing Officer, LAYERS Seat, Rohini Courts, Delhi for uploading on LAYERS and for uploading on Centralized website through LAYERS.
- 