

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

CIRCULAR

Sub: Requisition for Sr.P.A./P.A.

As we all aware that this office is facing acute shortage of Sr. P.A.s/P.A.s, keeping in view of the the same, the following directions are being issued:-

1. The requisition for Sr. P.A./P.A. shall be sent in written only latest by 10:20 AM positively.
2. The requisition for Sr. P.A./P.A. shall be sent & entertained by the office only when no stenographer is available in the court and such requisition shall clearly mention the type of leave (Full day / Half Day / Short Leave etc.) of Sr. P.A./P.A.(s). If there is one Sr. P.A./P.A. present in the court, requisition for Sr. P.A./P.A. shall not be sent.
3. All the Judicial Officer(s) are impressed upon not to send request for providing substitute PA/Sr. PA in case one PA/Sr. PA is present in their court. Substitute Sr. P.A./P.A. will be provided to the Judicial Officers according to seniority, moreover, subject to availability. All the Judicial Officers are further requested not to grant leave to both the Sr. P.A./P.A. of their court simultaneously.
4. Sr. P.A./P.A. shall not be provided for meeting of any Committee and the Chairperson of the Committee shall use the services of the Sr. P.A./P.A. posted in his/her court and in absence of the same, the services of the Sr.P.A./P.A. posted in the courts of the Members of such Committee shall be used
5. When an order regarding withdrawal of a Sr. P.A./P.A. is made in exigency for any day by the office, the Ld. Judicial Officers shall relieve the Sr. P.A./P.A. immediately.
6. Sr. P.A./P.A. shall report for duty to the Administration Branch-I (North-West) strictly by 10.10 A.M. whenever their Ld. Judicial Officer happens to be on leave/ training. If he/she does not report by 10.10. A.M., then the reasons for the same shall be submitted by Sr. P.A./P.A. for reporting late to Administration Branch within the prescribed time at the time of reporting.

(VIMAL KUMAR YADAV)

PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS DELHI

No. F2(1)/Admn./NW/RC/2023/ 15116-15168

Date: 18/05/2023

Copy forwarded to:-

1. Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi
2. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. All the Ld. Judicial Officer(s) posted in North-West District, Rohini Courts, Delhi.
4. All the Chairperson(s) of the Committees appointed by the undersigned.
5. The A.O.J., North-West District, Rohini Courts, Delhi.
6. The Branch In-Charge, Administration Branch-I&II (North-West), Rohini Courts, Delhi with the direction not to accept any requisition for Sr.P.A./P.A. which are not in conformity with the above said directions.
7. The Personal Office of the undersigned.
8. The Record Officer (North-West); Rohini Courts, Delhi.
9. The Website Committee, Computer Branch, Rohini Courts, Delhi.
10. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

PRINCIPAL DISTRICT & SESSIONS JUDGE
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