

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

C I R C U L A R

In pursuance to letter no. 13434/ACR Cell/Peon&Nazir/2024 dated 13.12.2024 of the Branch In-Charge (ACR Cell), Office of the Ld. Principal District & Sessions Judge (HQs), Delhi, all the Readers and Branch In-Charges posted in North-West District, Rohini Court Complex are directed to send the complete posting details of all the officials i.e. Civil Nazir, Naib Nazir, Baliffs, Process Server, Dispatch Rider, Head Jamadar/Daftari, Book Binder, Peon/Orderly/Dak Peon, Chowkidar, Mali, Farash & Sweeper/Safai Karamchani etc posted in the courts and branches in the following prescribed proforma **within 03 (three) days to the Administration Branch-III, North-West District, Rohini Court, Delhi**, for onward transmission of the information to the O/o the Ld. Principal District & Sessions Judge (HQs), Delhi.

S.No	Name of the officer/ official	Father's / Husband's Name	EC No.	Designation	Posting Details (01.01.2024 to 31.12.2024)				
					Period		Place of posting	Name & Period of the Ld. OIC during the year 2024 (Please specify the period in case of transfer of Ld. OIC) of the concerned Branch (for Branches only)	Details of long leave/ Absentee Report
					From	To			

(VINOD YADAV)

OFFICER IN-CHARGE
ADMINISTRATION BRANCH-III (NW)
ROHINI COURTS, DELHI

No. ACR2024/Admn-III(NW)/2024/

Date: 20/12/24

Copy forwarded for information and necessary action to :-

1. All the Readers, North-West District, Rohini Court Complex, Delhi with the direction to send the requisite information of the staff posted in their respective courts within 03 days.
2. All the Branch Incharges, North-West District, Rohini Court, Delhi with the direction to send the requisite information of the staff posted in their respective branches within 03 days.
3. The PS to the Ld. PD&SJ (NW), Rohini Court, Delhi.
4. The Dealing Officials, Layers Seat for uploading on the Layers Portal.
5. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
6. The Record Officer, North-West District, Rohini Courts, Delhi.
7. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.

OFFICER INCHARGE
ADMINISTRATION BRANCH-III (NW)
ROHINI COURTS, DELHI