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

C I R C U L A R

Sub: For adhering the prescribed dress code/formal dress and to maintain punctuality.

It has been observed that the staff members posted in North-West District, Rohini Courts, Delhi are not complying with the directions in regard to formal dress code and maintaining punctuality during the working hours which are in violation of several circulars issued by the office of the undersigned. The said non-compliance of the above directions is adversely affecting the working atmosphere and dignity of District Court Complex.

Therefore, all the employees are hereby strictly directed to follow the following directions:-

1) All the employees shall strictly adhere the below mentioned **dress code**:
   Male: Formal Shirt & Trousers with formal shoes.
   Female: Salwar / Trousers, Kameez with Dupatta or Saree.
2) All the officials posted in North-West District should observe punctuality and shall attend the office by 10:00 A.M. positively.

Further, all the officials posted in North-West District shall adhere the office timings and shall not leave the court/branch before 05.00 PM or till their concerned Judges/Officers are available in the court or office.

Note:- Non-compliance of order shall be viewed seriously and strict disciplinary action shall be initiated against the official concerned as per rules.

(NISHA SAHAY SAXENA)
PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

No. F2(1)/Admn.(NW)/RC/2025 44100 + 44178 Date:- 26/11/2025

Copy forwarded for information and necessary action to:-

1. All the Ld. Judicial Officers posted in North West District, Rohini Courts Complex, Delhi with request to circulate the same amongst the staff posted under their kind control.
2. Ld. Judge In-Charge, Mediation Centre, Rohini Courts Complex, Delhi with request to circulate the same amongst the staff posted under their kind control.
3. All the Branch In-Charges, North West District, Rohini Courts Complex, Delhi with request to circulate the same amongst the staff posted under their kind control.
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 officia 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.

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