

## OFFICE OF THE DISTRICT &amp; SESSIONS JUDGE, SOUTH-WEST DISTRICT,

## DWARKA COURTS, NEW DELHI

No. 11156-255/Off. Circular/10/Med./DWK/2017-18Dt. 16-5-17

## CIRCULAR

It has been observed that various claims for reimbursement are not being submitted in Accounts Branch, South-West District, by the officers/officials within the prescribed period as per rule. The officers/officials submit their claims for reimbursement with the request for condonation of delay for one or another reason like lack of knowledge; bills were misplaced and not traced during the prescribed period etc.

All the officers/officials drawing salary from South-West District are therefore apprised to submit their various claims for reimbursement within prescribed period as per details given below and condonation of delay shall not be adopted as a routine practice.

S.NO	CLAIMS/REIMBURSEMENT	REQUISITE PERIOD
1	Medical	Three months for the bills of OPD treatment (for a particular spell of illness) and One month for advance adjustment bills from the date of discharge.
2	Tuition Fee	Within two years.
3	LTC	Where no LTC advance is drawn, bills to be submitted within a period not exceeding three months and where LTC advance has been drawn LTC claim for reimbursement to be submitted within a period of one month after the completion of return journey.
4	TA	Where TA advance is drawn, bills to be submitted within a period not exceeding 15 days and where TA advance has not been drawn TA claim for reimbursement to be submitted within a period of one year after the completion of return journey.
5	Personal claims like, Telephone, Petrol, Officer's Bag/LadiesPurse, Official'sBag/LadiesPurse, Newspapers, Water, Electricity bills etc.	Within two years.

This has approval of Learned District and Sessions Judge, South-West District, Dwarka Courts, New Delhi.

This supersedes circular No. 6978-7063/Off. Circular/10/Med./DWK/2016-17 dated 10/03/2017

Pi-Ki  
11.5.2017  
(PINKI)

Additional District Judge  
DDO/HOO South West District  
Dwarka Courts, New Delhi

Copy forwarded for necessary information to:-

1. PS to Ld. District & Sessions Judge, South West District, Dwarka Courts, N.Delhi-75
2. All the Judicial Officers posted at Dwarka Courts with the request that the circular be also brought to the notice of the staff posted in their court.
3. All the Administrative Officer (J), Assistant Accounts Officer, Branch Incharge, Dwarka Courts, New Delhi with the request that the circular be also brought to the notice of the staff posted in their Branch/Office.
4. Director, Delhi Judicial Academy, Dwarka with the request to circulate the same to the staff posted in Delhi Judicial Academy on diverted capacity.
5. Delhi Legal Service Authority, Dwarka with the request that these instruction may kindly be brought to the notice of the staff posted in Delhi Legal Service Authority on diverted capacity.
6. Principle Judge, Family Court, Dwarka Courts, New Delhi with the request that these instruction may kindly be brought to the notice of the staff posted in Family Court on diverted capacity.
7. ☒ Website committee with the request to put the same on the website of the District & Sessions Judge, South West District, Dwarka Courts, N.Delhi-75.
8. Guard file.

*Seen: Be uploaded on website*

Additional District Judge  
DDO/HOO South West District  
Dwarka Courts, New Delhi

*Ld. O.I. (Computer Branch)*