

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SOUTH-WEST DISTRICT,
DWARKA DISTRICT COURTS, NEW DELHI.**

CIRCULAR

During the physical inspection of the branches by the undersigned, certain issues related to attendance and duty compliance were observed. As part of the judicial system, it is our collective duty to maintain the highest standards of professionalism and integrity. Attendance and punctuality play a vital role in fulfilling our responsibilities and ensuring the smooth functioning of an organization. Adherence to proper attendance procedures and punctuality will not only maintain the reputation of our office but also contribute to the efficient functioning of the court system. Our office is facing an acute shortage of staff on account of which a lot of hardship is being faced in the smooth functioning of the entire administration. To have optimum utilization of the existing strength of the staff and to streamline the administration, the following directions are passed:

1. Timely prior intimation must be given in every case when an official happens to be on leave of any kind whatsoever.
2. No column should be left blank in the attendance sheet in any case. If there is no intimation received from or on behalf of any official, '*No Intimation*' should be written in the attendance sheet.
3. All the attendance sheets of the courts must be forwarded by the Judicial Officers.
4. **All the officials shall append their full signatures on the attendance sheet.**
5. To save the stationery and for ensuring proper attendance of the staff, combined attendance sheets of the branches has been prepared under instructions of the undersigned. All the officials posted in such branches will mark their attendance on such combined attendance sheets and the same will be sent to the court of undersigned regularly by 10.15 A.M through Administration Branch.
6. Short leave applications must reach the office by 11.30 A.M.
7. Attendance sheets of all the courts must reach the Administration Branch by 10.10 A.M.
8. All the branches/courts will use rough sheets/one-sided printed paper, if available, for taking print-outs of attendance sheets.
9. The proforma of the attendance sheet must be as per Annexure A.
10. In case any official has to leave the court building for any official purpose, prior intimation must be given in the office.
11. In case of medical leave/Earned Leave, timely intimation must be sent in the office with proper documents, if any, as per the rules.
12. The officials should avail their casual leave during the calendar year in such a manner that the need for one day or two days of Earned leave may not arise. In every Casual Leave application, the number of casual leave already availed must be mentioned.
13. Earned leave for the period of less than three days shall be sanctioned only in exceptional circumstances. Any application for Earned Leave for less than three days shall be viewed adversely. In case, it becomes necessary to take Earned Leave for less than three days, the application should be moved with sufficient reasons along with supporting documents, if any.
14. The Earned Leave should be applied at least 15 days in advance and in failure to do so, the leave may not be sanctioned and the leave shall be treated as without pay/EOL.
15. The Earned Leave, Medical Leave, and CCL applications must be forwarded only by the Ld. Presiding Officer of the Court/Link Judge/Officer-in-Charge of the concerned branch.
16. It is made clear that the prevalent practice of marking attendance in the attendance registers of the respective courts/branches will continue to follow. Readers/Branch In-charges will ensure that attendance register(s) always remain updated.

The undersigned will continue to conduct surprise inspections to monitor attendance and duty fulfillment.

Non-compliance with the above circular shall be viewed seriously.

Sd/-
(PRAVEEN KUMAR)
Principal District & Sessions Judge (SW)
Dwarka District Courts, New Delhi

No.12958-13073 Misc./Admin./SW/Dwarka/2023

Dated 24.05.2023

Copy forwarded for information and necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi for information.
2. All the Learned Judicial Officers, South-West, Dwarka Courts with request to direct the Readers/Branch Incharges/Staff posted under them to ensure strict compliance of the circular.
3. The Administrative Officer (Judicial)/ DDO/Branch Incharges, (South-West), Dwarka Courts, New Delhi for information and compliance.
4. The Branch Incharge of R&I Branch, Dwarka Courts for uploading the above Circular on LAYERS.
5. The Branch In-charge, Computer Branch, Dwarka Courts for uploading the present circular on Website.
6. PS/Reader to the Ld. Principal District & Sessions Judge, S-W Distt., Dwarka Court, New Delhi.

Sd/-
(Sumit Dass)
ADJ/ Officer Incharge (Admn.)
Dwarka Courts, New Delhi