


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

**CIRCULAR**

It has come to the attention of the undersigned that certain officials are using social media platforms during office hours for non-official purposes. This practice not only disrupts workplace productivity but also hinders the efficient execution of official responsibilities.

It is hereby directed that office hours must be dedicated exclusively to official duties. Therefore, all the officials are hereby instructed to refrain from using social media platforms (e.g. Facebook, Instagram, Twitter, WhatsApp, YouTube etc.) during working hours, unless required for official purposes.

Non-compliance with this directive will be viewed seriously and would lead to disciplinary action.


  
(Amit Bansal) 31/1/25  
District Judge (Comm. Court-03)/OIC (Admin)  
South-West District, Dwarka Courts,  
New Delhi

4538-4688  
No.....Admn./DWK/Social-Media/2025

Dated: 31.01.25

**Copy forwarded for information and necessary action to :-**

- 1.) The Ld. Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi (*through e-mail*).
- 2.) All the Ld. Judicial Officers, Dwarka District Courts, New Delhi with the request to bring the same in the notice of officials working under their kind control and to ensure compliance.
- 3.) To the DDO/All the Branch In-charges of South-West District with the directions to bring the same to the notice of the officials working under their control and to ensure strict compliance.
- 4.) Reader/Secretariat of Ld. Principal District & Sessions Judge (SW), Dwarka District Courts, New Delhi (*through e-mail*).
- 5.) The Branch In-Charge, Computer Branch, South-West District, New Delhi for uploading on the website of South-West District, Dwarka Courts, New Delhi.
- 6.) The Branch In-Charge, R&I Branch for uploading on LAYERS,

  
District Judge (Comm. Court-03)/OIC (Admin)  
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