Computer

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

CIRCULAR

It has been observed that attendance sheets from various courts and branches are not being submitted to the Administration Branch, Dwarka Courts in a timely manner and that proper marking of leave and short leave is not being followed uniformly.

In order to ensure smooth administrative functioning and timely processing of attendance records, all Courts and Branch officials are hereby directed to strictly adhere to the following instructions:

1. Attendance sheets must reach the Administration Branch positively by 10:10 A.M. on every working day.
2. Marking of leave and short leave on the attendance sheets shall be done mandatorily in red ink.

All the Readers/ Branch In-charges are responsible for ensuring that these guidelines are strictly followed in their respective Courts/Branches. Any deviations or lapses will be viewed seriously.

Failure to comply with these guidelines will be viewed seriously. and would attract disciplinary action as per rules.

22.01.26

(Pankaj Gupta)
Principal District & Sessions Judge (South-West)
Dwarka Courts, New Delhi

No. 3277-3426 /Admn./DWK/P&T/2026 Dated: 22/01/26

Copy forwarded for information and necessary action to :-

1.) The Ld. Principal District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
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.
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,

22.01.26

Principal District & Sessions Judge (S-W)
Dwarka Courts, New Delhi