CB-968
10/11/2020

OFFICE THE PRINCIPAL DISTRICT & SESSIONS JUDGE, SHAHDARA KARKARDOOMA COURTS, DELHI.

CIRCULAR

It has come to the notice of the undersigned that now-a-days some of the staff officials avoid to perform duties on one pretext or another, as and when they called for duties by the respective Judicial Officers/Administration Branch. It is hereby informed that this period is not "Vacation or leave free period" and all officials are required to submit their leave application/s on account of their absence from duty.

It is ordered that the staff officials shall report for duty as and when called by the respective Judicial Officer/Administration Branch. If any official is not in a position to attend his/her duties for any reason, then he/she shall give prior intimation to this effect to their concerned Judicial Officers/Reader/Administrative Officer (Judl.) and shall also submit leave application. As already directed, no officials shall leave station without prior permission from competent authority/concerned Judicial Officers.

All the officials are directed to ensure strict compliance of the above directions, failing which disciplinary action shall be taken against erring official.

(YASHWANT KUMAR)
Principal District & Sessions Judge,
Shahdara District, Karkardooma Courts, Delhi

No. 6192-28 /Admn./SHD/2020 **Dated :** 07/11/2020

Copies forwarded for information and necessary action to :-

1. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. The Officer In-charge, Administration Branch, Shahdara District, Karkardooma Courts, Delhi.
3. All the Judicial Officers of Shahdara District, Karkardooma Courts, Delhi.
4. The Chief Metropolitan Magistrate, Shahdara District, Karkardooma Courts, Delhi.
5. The Administrative Civil Judge, Shahdara District, KKD Courts, Delhi.
6. Ms. Renu Sharma, Administrative Officer (Judicial), Shahdara District, Karkardooma Courts, Delhi.
7. The A.O. (Judl.)/Branch In-charge of all Branches Shahdara District, Karkardooma Courts, Delhi.
8. PS to the undersigned.
9. The Website Committee, Karkardooma Courts/ Tis Hazari Courts, Delhi.

Principal District & Sessions Judge,
Shahdara District, Karkardooma Courts, Delhi