C-491/2020

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

CIRCULAR

All the Ld. Judicial Officers and Officials who are on the pay roll of Shahdara District till date and have drawn their salary/arrears of salary from this district till March 2020, are hereby informed that the unsigned copy of Form 16 for the financial year 2019-2020 will be provided on their personal E-Mail IDs. If the official has not updated with the Accounts Branch, Shahdara District, Karkardooma Courts, Delhi, the same may be furnished on the E-Mail ID: ***aoshahdarakkd@gmail.com*** with complete details of Name, Designation, Employee Code, PAN Number and Mobile number by 28th July 2020 for onward transmission of unsigned copy of Form 16.

The hard signed copy of the form 16 may be collected from the Accounts Branch, Shahdara District, Karkardooma Courts, only from 24th July 2020 onwards (Every Monday to Wednesday) between 11:00 a.m to 1:30 p.m. sharp. It will be provided after proper verification of ID i.e., Office ID, PAN Card or providing the authority letter in case the official is not able to collect his/her Form 16. It is also requested to maintain the social distancing and adhere the necessary guidelines issued from time to time with regard to Covid-19 pandemic.

(RAVINDER BEDI)
Head of Office
Shahdara District, KKD Courts, Delhi.

No. 3640 **/Acctts./Shd./PB/2020-21** **Dated:** 23/07/2020

1. P.S. to Ld. District & Sessions Judge, Shahdara District, with the request to circulate the same among staff posted in District & Sessions Judge Office.
2. All the Judicial Officers, Shahdara District, KKD Courts, Delhi with the request to circulate the same among the staff posted in their respective courts.
3. A.O. (Judicial)/ Branch In-charge, all Branches Shahdara District, KKD Courts, with the request bring the same to the notice of the staff posted in the Branches.
4. The Incharge, Computer Branch, Karkardooma Courts, Delhi with the request to upload the same on the website of District Court, Shahdara District, Karkardooma Court, Delhi.
5. All the DDOs, Central/West/East/North-East/South/South-East/North/North-West/South-West/New Delhi with the request to bring the above instructions to the notice of the concerned.
6. The Branch Incharge, R & I Branch, Shahdara District, KKD Courts, Delhi with the direction to upload the same on LAYERS.
7. Office Record

(Raj Kumar Kundoo)
Drawing & Disbursing Officer
Shahdara District, KKD Courts, Delhi.