

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

**CIRCULAR**

Due to the pandemic because of the spread of Corona Virus COVID-19 and the spike in the number of fresh cases, some of the Judicial Officers and the staff are under medical treatment and in self isolation/ quarantine.

It is has been observed that some of the Judicial Officers and staff are applying for leave frequently, thereby disrupting the work of Court.

Therefore, in order to maintain smooth functioning of the work, it is impressed upon all that leave should not be applied / taken except in extreme urgency and emergency, providing the specific ground of leave with supporting documents.

All the Id. Judicial Officers, staff and other stakeholders of Shahdara District, Karkardooma Courts, Delhi are requested to comply with the norms of social distancing and other COVID-19 protocols, guidelines, directions, etc issued by the Government of India, Government of NCT of Delhi and Hon'ble High Court of Delhi from time to time.

**Sd/-**

**(NIVEDITA ANIL SHARMA)**

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

**No. 3782-3797 /Admn/SHD/2021**

**Dated : 22.04.2021**

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

1. The Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. All the Judicial Officers of Shahdara District, KKD, Delhi, with request also to inform the staff under their control.
3. The Officers In Charge, Pool Car, KKD Courts, Delhi.
4. The OIC Computer Branch, Karkardooma Courts, Delhi.
5. The Chief Metropolitan Magistrate, Shahdara District, KKD Courts, Delhi.
6. The Administrative Civil Judge, Shahdara District, KKD Courts, Delhi.
7. The H.O.O, Shahdara District, KKD Courts, Delhi.
8. The Secretary, DLSA, Shahdara District.
9. The Administrative Officer (Judicial), Shahdara District, Karkardooma Courts, Delhi.
10. The A.O (Judl.), Administration Branch, Shahdara District, Karkardooma Courts, Delhi.
11. The A.O. (Judl.)/Incharge, all Branches Shahdara District, Karkardooma Courts, Delhi.
12. The A.O. (Judl.)/Incharge, Care Taking Branch, Bail, Filing Section, Shahdara District, Karkardooma Courts, Delhi.
13. PS to the Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
14. The PRO/APRO, KKD Courts, Delhi.
15. The Website Committee, Karkardooma Courts/Tis Hazari Courts, Delhi
16. Dealing Assistant R&I, Shahdara to upload the same on LAYERS.

**Sd/-**

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