OFFICE OF THE DISTRICT & SESSIONS JUDGE
SHAHDARA DISTRICT, KARKARDOOMA COURT, DELHI

Sub: Salary Advance for the month of November 2016 to be paid to non-gazatted employees of the office of District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.

In pursuance of letter no. 4(11)/2016/T-1/Pr.AO/3717-3817 dated 21/11/2016 of Sh. K.V. Babu, Dy. Controller (Tech.), Principal Accounts Office, Govt. of NCT of Delhi, A-Block, Vikas Bhawan, I.P. Estate, New Delhi., Non-gazatted employees, presently posted/ drawing their salary from Shahdara District, Karkardooma Counts, Delhi, who wish **to receive/Not receive** the cash pay-out of the part salary advance amounting to Rs. 10,000/- (Rupees Ten Thousand Only.) for the month of November 2016 may give their option in the enclosed Performa to the Drawing & Disbursing Officer, Shahdara District, Karkardooma Courts, Delhi on or before **29.11.2016 (Before Lunch Session)** positively. No request shall be entertained if proforma received after due date/time, in any manner.

(Sidharth Sharma)
Additional District & Sessions Judge/
Drawing & Disbursing Officer
Shahdara Distt., KKD Courts, Delhi.

No. 6252-6269 /PB/Accts/SHD/KKD/2016-17 Dated 28/11/2016

1. The Registrar General, High Court of Delhi, New Delhi for Kind information.
2. P.S. to Ld. District & Sessions Judge, Shahdara District, with the request to circulate the same among staff posted in District & Sessions Judge Office.
3. All DDOs, Central District (THC), North District (Rohini), West District (THC), New Delhi District (PHC), South District (Saket), South East District (Saket), East District (KKD), North-East District (KKD), North-West & Outer District (Rohini) and South West District (Dwarka).
4. All the Judicial Officers, Shahdara District, KKD Courts, Delhi with request to circulate the same among the staff posted in their respective courts.
5. 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.
6. A.O. (Judicial)/ Branch In-charge, Family Court, Shahdara District with the request to circulate the same among the staff posted in Family Court in diverted capacity and drawing salary from Shahdara District.
7. Member Secretary, DLSA, Patiala House Courts, Delhi with the request to circulate the same among the staff working in diverted capacity and drawing salary from Shahdara District.
8. Website committee, Central District (HQs) with the request to put the same on website of the District Courts.
9. Website Committed, Karkardooma Courts, with the request to put the same on website.

(Sidharth Sharma)
Additional District & Sessions Judge/
Drawing & Disbursing Officer
Shahdara Distt., KKD Courts, Delhi.

PROFORMA

(letter no. 4(11)/2016/T-1/Pr.AO/3717-3817 dated 21/11/2016 of Sh. K.V. Babu, Dy. Controller (Tech.), Principal Accounts Office, Govt. of NCT of Delhi, A-Block, Vikas Bhawan, I.P. Estate, New Delhi.)

With reference to the above mentioned letter, I hereby give my option to **receive / not receive** part salary, in advance, amounting to Rs. 10,000/- (Rupees Ten Thousand Only) for the month of November 2016 in the form of cash.

Date:

Signature_____

Name_____

Designation_____

Emp. Code_____

Posting_____

Bank A/c No._____

Pan No._____

To,

The Drawing & Disbursing Office,
Shahdara District,
Karkardooma Courts,Delhi.