C-629
17/08/18

# OFFICE OF DISTRICT & SESSIONS JUDGE
# SHAHDARA DISTRICT, KARKARDOOMA COURTS: DELHI

## CIRCULAR

All the Ld. Judicial Officers, Officers and Officials of this establishment are hereby requested to make formal request of any change in medical facility card/record such as entitlement of ward, Addition of name of family members as dependent etc., within 15 days from the issuance of this circular.

It is further informed that such request shall not be entertained by this office thereafter without a valid reason.

**(GURDEEP SINGH)**
**HEAD OF OFFICE/**
**ADDL. SESSIONS JUDGE**
**SHAHDARA DISTRICT, KKD COURTS,**
**DELHI.**

**No.** 5901-05 **/ACCTS/Med/SHD/KKD/2018** **Dated** 16/8/18

**Copy forwarded to :-**

1. Office of the Ld. District & Sessions Judge (HQs), Room NO. 302-A, Tis Hazari Courts, Delhi.
2. All Ld. Drawing & Disbursing Officers, Central (THC), West (THC), New Delhi (PHC), East, North-East (KKD), South and South East, Saket, North & North-West & Outer (Rohini) and Dwarka Districts with the request that these instruction may please be brought to the notice of the staff posted in your District but drawing salary from Shahdara District.
3. All the Judicial Officers, Shahdara, Karkardooma Courts, with the request to circulate it among the staff under their control.
4. Sr. Administrative Officer (J)/Administrative Officer (J)/ Sr. AO/AAO/PRO/APRO/Branch Incharge at Shahdara District Courts, with the direction to circulate the same among the staff under their control.
5. Website Committee with request to put the same on website of the District Courts, Tis Hazari Courts, Delhi.

**HEAD OF OFFICE/**
**ADDL. SESSIONS JUDGE**
**SHAHDARA DISTRICT, KKD COURTS**