Computer

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

OFFICE ENDORSEMENT

With prior approval of the Ld. Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi, a circular bearing No. 47668-48018/Acctts. (Hqs)/2023 dated 09/11/2023 regarding the addition of family members/dependents in the Service book, issued from the Office of The Principal District & Sessions Judge (Hqs): Delhi is hereby circulated alongwith its enclosures for necessary information to all the Ld. Judicial officers and staff posted in Shahdara District, Karkardooma Courts, Delhi.

Vineet Kumar
(Head of Office)
Addl. District & Sessions Judge,
Shahdara, KKD Courts, Delhi

No. 11483-86**/Accounts/SHD/KKD/ Delhi** **Dated:-** _____

for information and necessary action to:-

1) All the Judicial Officers posted at Shahdara District, Karkardooma Courts with the request to **kindly bring the above Circular to the notice of staff members under their control;**

2) The P.S. to the Ld. Principal District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi with the request to **bring the above Circular to the notice of staff members posted in the court of Ld. Principal District & Sessions Judge, Shahdara, Karkardooma Court, Delhi**

3) All the Sr. AO (J)/ AO/PRO/APRO/Branch Incharge, SHD, KKD, Delhi with the request to **bring the above Circular to the notice of the staff members under their control;**

4) The In-charge, Computer Branch, SHD/KKD/Delhi with the direction to upload the above circular on the official website of Shahdara District, Karkardooma Courts, Delhi.

(Head of Office)
Addl. District & Sessions Judge,
Shahdara, KKD Courts, Delhi

कार्यालय प्रधान जिला एवं सत्र न्यायाधीश, शाहदरा
O/o the Principal District & Sessions Judge
Diary No. 384
10 NOV 2023
कड़कड़डूमा न्यायालय
Karkardooma Courts

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

It has come to the notice of the undersigned that the procedure for addition of dependency of family members in terms of the provisions of CCS (Medical Attendance) Rules, 1944 is being followed in different manner in all the districts of Delhi District Courts, which leads to various anomalies when the Ld. Judicial Officer/ Officer/ Official gets transferred to another district.

Therefore, in supersession to all earlier circulars/ orders in this regard and in order to maintain the uniformity in all the 11 (eleven) districts (including RACC) and to avoid procedural discrepancy in the addition of dependents in Service record, all the HODs/ COs/ HOOs are hereby requested to adopt the following procedure as per CCS (Medical Attendance) Rules, 1944 with regard to addition of family members/ dependents in the Service Book in order to avail concessions under the rules:-

1. For initial addition of dependents in the Service Book, the Ld. Judicial Officers/ Officers/ Officials will only be required to submit an undertaking as annexed herewith at **Annexure 'A' and 'B'** along with copy of Aadhaar Card of their dependents for age and residence proof. Thereafter, fresh annual undertaking will not be required.
2. In case, if there is any change in the financial status of the family/ dependent already added in the Service Book, the same shall be informed to the Office, immediately.

Note:-

1. The employees, whose dependents are already added in the Office records, there is no requirement to submit any fresh annual undertaking in view of this circular and past cases may not be reopened.
2. The medical claim/ any other reimbursement availed in respect of family and dependents will be rejected & recovered in full with interest, if found to be in violation of the provisions of CCS (Medical Attendance) Rules, 1944 along with appropriate action as per rules.

9/11/23

(Narottam Kaushal)
Principal District & Sessions Judge (HQs)
Delhi.

No. 47668-4808/Acctts (HQs)/2023 Dated, Delhi the 09 NOV 2023

Copy forwarded to:

1. The Registrar General, Hon'ble High Court of Delhi, with the request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff of this office posted under their kind control.
2. The Principal District & Sessions Judge, West, North, North- West, East, North- East, Shahdara, New Delhi, South, South- East, South- West, RACC with the request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff posted in their respective district.

DDO/Acts B-
PDSJ/SHD
16/11/23

Be circulated to all the Courts + Branches of Shahdara district for information.

16/11/23

कार्यालय प्रमुख
Head of Office
कार्यालय जिला एवं सत्र न्यायाधीश
O/o the District & Sessions Judge

3. The Principal Judge, Family Courts, Dwarka with the request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff posted in diverted capacity.
4. The Director, Delhi Judicial Academy, Dwarka, Delhi request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff posted in diverted capacity.
5. All Judicial Officers (Central District), Tis Hazari Courts, Delhi with the request that these instructions may be brought to the notice of the staff under their control.
6. Ld. Member Secretary, National Legal Services Authority with the request that these instructions may be brought to the notice of the staff under their control.
7. The Registrar General, National Green Tribunal, Principal Bench, New Delhi with the request that these instructions also be brought to the notice of Ld. Judicial Officers and staff posted in your department in diverted capacity or on deputation basis.
8. Railway Magistrate, Old Delhi Railway Station, Delhi with the request that these instructions may be brought to the notice of the staff under their control.
9. Delhi Legal Service Authority, Central & West (THC), New Delhi (PHC), East, North- East & Shahdara (KKD Courts), South & South- East (Saket Courts), North & North- West (Rohini Courts) and South- West (Dwarka Courts) with the request that these instructions may be brought to the notice of the Ld. Judicial Officers and staff posted in diverted capacity or on deputation basis.
10. All the Drawing & Disbursing Officers, Central, West, North, North- West, East, North- East, Shahdara, New Delhi, South, South- East, South- West for information and necessary action.
11. All Spl. Metropolitan Magistrates, Delhi Jal Board, Jal Sadan, Kanhaiya Nagar, Lajpat Nagar & Yojna Vihar with the request that these instructions also be brough to the notice of the staff of this office posted under their control.
12. Sr. Administrative Officer (J), Administrative Officer (J)/ Sr. Accounts Officer/Accounts Officer/Branch In-charge at Tis Hazari Courts, Delhi with the direction to bring above circular to the notice of the staff under their control.
13. All the Judicial Officers in Juvenile Justice Board, Delhi/ New Delhi with the request that these instructions be brought to the notice of the staff in diverted capacity.
14. All the Judicial Officers in Beggars Court, Sewa Kutir, Kingsway Camp, Delhi with the request that these instructions be brought to the notice of the staff in diverted capacity.
15. Website Committee with the request to upload the same on the website of Delhi District Courts.

Principal District & Sessions Judge (HQs)
Delhi.

ructions may be
apacity.

Annexure 'A'

UNDERTAKING TO BE GIVEN BY GOVERNMENT SERVANT

I _____ (Name, Designation and Employee code of the Government Servant), do hereby undertake that:

1. My parents, sisters, widowed sister(s), widowed daughter(s), minor brother(s), children, stepchildren, divorced/ separated daughter(s), stepmother or Parent (s)/ Parent in laws (in case of female Government Servant), whose details are given below are wholly dependent upon me.

S. No.	Name of the dependent Family Member.	Relationship with the Government Servant	Date of Birth

2. That dependent family member's income from all sources (including Agriculture Income, Income from Interest and Rent, Pension etc.) is _____ per month.
3. At present, dependent family member(s) is/are residing with me / at _____ _____ (reason to be given if such dependent is not residing with me who wishes to seek the benefit). A self-attested copy of his/her/their Aadhaar Card is/are enclosed herewith for reference.
4. The above dependent(s) is/are not availing medical facility / medical allowance from any other source.
5. I will inform the Office about any change in dependency status of my dependents already added in my Service Book.
6. Any other information_____ _____.
7. That the above information is correct in all aspects.
8. That if the information or part of the information is found false or incorrect at later stage, I shall be liable to refund the total claimed amount with interest to the Office along with appropriate action as per rules.

(Government Servant Name & Signatures)

S/o, D/o_____

Designation_____

Emp. Code:_____

Place of Posting_____

Annexure 'B'

AN UNDERTAKING TO BE GIVEN BY DEPENDENT/ASPIRING FAMILY MEMBERS INDVIDUALLY

I ..... (Name of Dependent Family Member, Relation with Government Servant), do hereby undertake that:

1. I am parent, sister, widowed sister, widowed daughter, minor brother, child, stepchild, divorced/ separated daughter, stepmother or Parent / Parent in law (in case of female Government Servant), of Government Servant and I am wholly dependent upon Government Servant.

2. I have no source of income /my income from all sources (including Agriculture Income, Income from Interest and Rent, Pension etc.) is _____ per month.

3. At present, I am residing with my son/daughter/ daughter in law/brother/sister namely _____ (reason to be given if such dependent is not residing with the Government Servant who wishes to seek the benefit). A self-attested copy of my Aadhaar Card is enclosed herewith for reference.

4. I am not availing medical facility / medical allowance from any other source.

5. That the above information is correct in all respect.

(Name & Signatures of the Dependent Family Member)

Aadhar Number:-