

No.DJ-R(Instructions)/MND/2024-  
OFFICE OF THE DISTRICT AND SESSIONS JUDGE MANDI, CIVIL AND  
SESSIONS DIVISION MANDI, DISTRICT MANDI, HIMACHAL PRADESH.

Dated Mandi, the 20<sup>th</sup> May, 2024.

To

All the Judicial Officers,  
stationed at Mandi headquarter.

Subject : Instructions with regard to punctuality.

Sir/Madam,

It has been noticed by the undersigned during the surprise inspection conducted today i.e. 20-05-2024 at 10:00 A.M. that some of the employees posted at Mandi headquarter are not punctual in attending the office and were found absent from the duties.

Therefore, you are requested to ensure that all the staff working under your control shall be present in the office during the working hours and the timings of the lunch hours as prescribed by the Registry i.e 1:30 P.M. to 2:00 P.M. be followed strictly.

The aforesaid instructions be followed in letter and spirit. Any deviation shall be viewed seriously.

Please acknowledge the receipt.

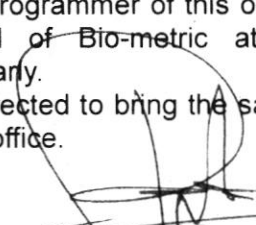
Yours sincerely,

*gah*  
District and Sessions Judge  
Mandi, Civil and Sessions Division  
Mandi, District Mandi, H.P.

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Endst. No.DJ-R(Instructions)/MND/2024- dated Mandi, the 20<sup>th</sup> May, 2024.  
Copy forwarded to :

1. The Assistant Programmer of this office with a direction to place the record of Bio-metric attendance before the undersigned regularly.
2. The L.R.C is directed to bring the same in the notice of all concerned of this office.

  
District and Sessions Judge  
Mandi, Civil and Sessions Division  
Mandi, District Mandi, H.P.