

**OFFICE OF THE  
PRINCIPAL DISTRICT & SESSIONS JUDGE BARAMULLA**

**CIRCULAR**

No 68-80/Int/25

Dated 15/04/25

It has been observed that the staff posted in various courts of the District are not adhering the prescribed office timings, pursuant to Hon'ble High Court order No: 1638/NG dated: 22/05/2020 . Instances have been reported where staff members arrive late in the morning and leave before the official closing time. This practice not only amounts to indiscipline and hampers the smooth functioning of court work, but also amounts unauthorized absence from duty.

In order to ensure strict compliance of official timing and to maintain punctuality and discipline, it is impressed upon all concerned as follows.

- a) The presiding Officers of all the Courts shall ensure that the staff members of their respective Courts strictly adhere to the prescribed office timings and ensure punctuality and discipline in their attendance.
- b) The Presiding Officers shall ensure that no staff member reports to the duty late or leaves the office before the official closing time.
- c) Proper control shall be exercised by the Presiding Officer over the staff members and shall maintain the attendance registers of staff members, including their leave accounts.
- d) The Presiding Officers shall ensure that no staff members remains absent from duty without obtaining prior approval of leave whatever due as per rules.

All Presiding Officers shall ensure strict compliance of this circular. Any deviation shall be viewed seriously.

(Jawad Ahmad)

Pr. District Judge, Baramulla

Date:

No:

**Copy forwarded to the:**

1. Secretary to Hon'ble, Mr. Justice Vinod Chatterji Koul Judge High Court of J&K and Ladakh (Administrative Judge District Baramulla) for information of His Lordship.
2. Additional District & Sessions Judge Baramulla.
3. I<sup>st</sup> Additional District & sessions Judge Baramulla.
4. Special Judge NDPS Baramulla.
5. Additional District & sessions Judge Sopore.
6. Special Judge UAPA Baramulla at Sopore.
7. Chief Judicial Magistrate Sopore.
- 8-10. Sub Judge Baramulla/Pattan/Uri.
11. Special Mobile Magistrate (Sub Judge) Baramulla.
- 12-16. Munsiff Baramulla/Tangmarg/Boniyar/Dangiwachha/Chandoosa.
17. District Mobile Magistrate (Traffic) Sopore.
- .....for information.
8. System Officer, for uploading the same on official Website.
9. Office Order file.

15/4/2025  
Chief Administrative Officer,  
Baramulla