

OFFICE OF THE DISTRICT & SESSIONS JUDGE : WEST : DELHI

C I R C U L A R


It has been directed time and again that requisition for deputing a substitute Sr. PA/PA be made only if both the Sr. PAs/PAs posted in the Court happen to be on leave simultaneously. But despite the said directions, it has been noticed that requisitions are being made by some of the Judicial Officers for providing substitute Sr. PA/PA even if one Sr. PA/PA is available in the Court.

It is again impressed upon all the Judicial Officers that this Office is facing shortage of Sr. PAs/PAs, therefore, a substitute Sr. PA/PA in the first instance shall be provided to the Court where both the Sr. PAs/PAs attached to the Court are on leave. After meeting with the requirement, if any Sr. PA/PA is left, only then the officer can be provided a Sr. PA/PA where only one Sr. PA/PA is on leave.

All the Chairmen/Chairperson/members of various committees are requested to utilize the services of the Personal Assistants and Orderlies posted in their courts during the meetings.

All the Sr. PAs/PAs and Orderlies posted in the Courts of West District are hereby directed to report for duty in the Office at 10 AM sharp as and when their presiding officer happens to be on leave/training.

Non compliance of the order by any of the Sr. PAs/PAs and Orderlies of the West District will be viewed seriously and suitable disciplinary action shall be initiated as per rules.

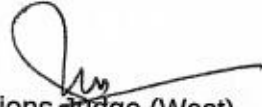

(YASHWANT KUMAR)
District & Sessions Judge (West),
Tis Hazari Courts, Delhi

No. 7300 - 7365 Admn/D&SJ/West/2019

Delhi, dated 12-03-19

Copy forwarded for information & necessary action to:

- 1 All the Judicial Officers, West District, Tis Hazari Courts, Delhi
- 2 Administrative Officer (Judicial), Administration Branch-I, Central District, THC, Delhi
- 3 All the Branch-in-charges, West District, THC, Delhi
- 4 Personal Office of undersigned
- 5 R&I Branch for uploading on LAYERS
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District & Sessions Judge (West),
Tis Hazari Courts, Delhi