

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

**CIRCULAR**

It has come to notice that Protocol Branch, Central District frequently receives requests from the Judicial Officers to provide protocol for Temple Darshan at religious places, to book Accommodation/Government Guest House/Circuit House etc. and tickets for personal/private purposes as well as to accompany the Judicial Officers at Hospitals, Airports and Railway Stations, for assistance.

In this context, it is clarified that protocol shall not be provided for Temple Darshan at religious places, booking of Accommodation/Government Guest House/Circuit House and tickets for personal/private purposes etc. Moreover, the officials of the Protocol Branch, Central District shall also not accompany the Judicial Officers at Hospital/ Airport/Railway Station, for assistance.

It is impressed upon all the Judicial Officers of the Central District, Tis Hazari Court Complex, Delhi that protocol will be provided for the following purposes, subject to availability:-

1. Booking of tickets of official Tour/Training Programme only.
2. Booking of government Guest House/Circuit House for official purpose only.
3. Telephonic appointments from the hospitals.
4. Protocol at IGI Airport and Railway Stations, telephonically.

(For serial no. 1 & 2 officers are requested to notify the Protocol Branch at least 07 days prior to the date of journey).

It is further informed that Ms. Manju Gandhi, Branch Incharge, Protocol Branch (Mobile number: 9555101272) is hereby appointed as Nodal Officer for the Central District, Tis Hazari Court Complex, Delhi, to provide required protocol at IGI Airport. The officers may send the details of ticket with mobile number to the Nodal Officer. The proposed protocol does not cover customs clearance, security issues etc.

This issues with the prior approval of Ld. Principal District & Sessions Judge (HQs), Delhi.

  
(KAVERI BAWEJA)


Officer Incharge, Protocol Branch/  
District Judge (Commercial Court)-07  
Central District, Tis Hazari Court, Delhi

No. 41959-42079 /Protocol/HQs./THC/Delhi/2023

Date 10 OCT 2023

Copy forwarded for information to :-

1. PS to Learned Principal District & Sessions Judge (HQs), Delhi.
2. All the Learned Judicial Officers, Central District, Tis Hazari Court, Delhi.
3. Sr. A.O. (Judl.), Protocol Branch, Central District, Tis Hazari Court, Delhi.
4. R&I Branch for uploading on Website.

  
Officer Incharge, Protocol Branch/  
District Judge (Commercial Court)-07  
Central District, Tis Hazari Court, Delhi