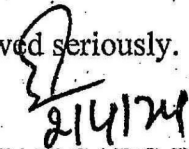


OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

It has been observed that certain officials of the Central District are not punctual while coming to the office and not adhering to the office timings which causes unnecessary hindrance in the smooth functioning of Courts and Branches. To ensure timely attendance of the staff in Courts and Branches of the Central District, it is directed as under :-

1. All the officials are directed to strictly adhere to the office timings.
2. Henceforth, morning attendance sheets of the officials posted in all the Courts and Branches come within the purview of Central District shall be submitted to the Leave Section (Central), latest by 10:15 AM, positively on regular basis.
3. Non-compliance of the aforesaid directions shall be viewed seriously.


(SANJAY GARG-I)
Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

No. 21584-784 /Admn-II/HQs/Delhi/2024

Dated, Delhi the 02 / 04 / 2024

Copy forwarded for information and necessary action to :-

1. All the Judicial Officers, Central District, Tis Hazari Courts, Delhi to convey the ibid directives to the staff posted under their kind control for necessary compliance.
2. The Officer Incharge, Administration Branch-III(C) [*with the request to depute an orderly from 10 am to 11: 30 am in Leave Section(C) to assist the Dealing Asstt., Leave Section (C), Tis Hazari Courts for collection/arranging of attendance sheets*]
3. All the Sr. AO(J)/AO(J)/Branch Incharges, Central District, Tis Hazari Courts, Delhi to convey the ibid directives to the staff posted under their kind control for necessary compliance.
4. Personal Office of the Ld. Principal District & Sessions Judge(HQs), Delhi.
5. The Dealing Asstt., LAYERS Seat, Central, THC for updation, as per Rules.
6. The Dealing Asstt., Website Committee, THC with the direction to upload the order on the 'Employees Corner' (on Website).


Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi