

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

**Sub: Option Form for Preferred Place of Posting**

**CIRCULAR**

The Administrative Officers (Judl.)/Branch-in-Charges of Administration Branches of all the Districts in Delhi/New Delhi are directed to get the enclosed proforma of option duly filled from all the officials posted in their respective Districts vis-à-vis *SJAs, JAs, JJAs, Sr.PAs, PAs, Peons, Nazirs & Conservatory staff* and forward compilation of the same to this Office in softcopy (*Excel Format (.xls/.xlsx) in Pen Drive*) within 3 days of receipt of this circular.

Note: 1. It is clarified that exercise of this option, which is purely for official use, shall not create any right in favour of any employee.

Note: 2. In case no response is received from any official by 01.09.2020, it will be assumed that the concerned official does not want to exercise his/her option.

GIRISH KATHPALIA Digitally signed by GIRISH  
KATHPALIA  
Date: 2020.08.28 20:27:38 +05'30'  
(Girish Kathpalia)  
District & Sessions Judge (HQs),  
Delhi.

No. 23100 - 23300 /P&T/Admn-II/HQs/Delhi/2020

Dated, Delhi the 28/08/2020

*Copy forwarded for information and necessary compliance to:*

1. All the Ld. District & Sessions Judges.
2. All the Sr. A.O.(J)/A.O.(J)/Branch-in-charges, Administration Branches of all the Districts in Delhi/New Delhi for timely compliance.
3. PS to the undersigned.
4. Website Committee, Delhi.
5. LAYERS, THC, Delhi.
6. The Branch-in-charge, Admn.-II (Central), THC, Delhi to circulate the same through WhatsApp among all the Sr. A.O.(J)/A.O.(J)/Branch-in-charges, Administration Branches of all the Districts in Delhi/New Delhi.

GIRISH KATHPALIA Digitally signed by GIRISH KATHPALIA  
Date: 2020.08.28 20:28:00 +05'30'

**FORM OF OPTION FOR PREFERRED POSTING IN COURT COMPLEXES IN  
DELHI DISTRICT COURTS**

Emp. Code	Name	Designation	Present Place of Posting	Posted in the present complex Since	Preference (Tick 3 preferences, if desired)								
					DWK	KKD	PHC	RHNI	RACC	SKT	THC	None of these (with Officer)	

**SPECIMEN PROFORMA**

Emp. Code	Name	Designation	Present Posting	Posted in the complex Since	Preference (Tick 3 preferences, if desired)								
					DWK	KKD	PHC	RHNI	RACC	SKT	THC	None of these (with Officer)	
9868758	Pankaj Srivastva	JJA	Accts. Branch (Central), THC, Delhi.	2010	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	

In case of *last option* the official need not tick any other preference.

**GIRISH  
KATHPALIA**

Digitally signed by GIRISH  
KATHPALIA  
Date: 2020.08.28 20:28:24  
+05'30'