

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

No. 10216 - 276 Admn-II/P&T/HQs/Delhi/2020

Dated, Delhi the 05 SEP 2020

**CIRCULAR**

In furtherance of earlier circular No. 23100-23300/Admn-II/P&T/HQs/Delhi/2020 dated 29/08/2020 of this Office it has been observed that a large number of officials of this establishment have failed to exercise the option attached therewith and have not filled up the requisite form. Further, the data received from some districts is not in complete sync with the excel formatting that had been specified, also, some incumbents have only ticked one option rather than exercising the option of 3 Court complexes as was required in the proforma, thereby, defeating the purpose of the entire exercise.

In light of the above, it is again impressed upon all the Administrative Officers (Judl./Branch Incharges of all the Administration Branches of all the Districts in Delhi/New Delhi to get the enclosed fresh proforma of option (*format will be provided by this Office in a pendrive in order to ensure uniformity*) duly filled from all the officials posted in their respective Districts vis a vis S.JAs, JAs, JJAs, Sr.PAs, PAs, Peons, Nazirs & Conservatory staff and forward the same to this Office in softcopy (*through Pendrive*) within 7 days of receipt of this circular.

Non-compliance of the order shall be viewed seriously and an adverse inference shall be taken

*GIRISH KATHPALIA*  
05.9.20

(Girish Kathpalia)  
District & Sessions Judge (HQs) Delhi

**Copy forwarded for information and necessary compliance to:**

1. All the Ld. District & Sessions Judges, Delhi/New Delhi.
2. All the Sr.A.O./A.O./Branch Incharge, Administration in all the Districts in Delhi/New Delhi for strict compliance in a time bound manner.
3. The PS to the Ld. District & Sessions Judge (HQs) THC, Delhi.
4. The Website Committee, Delhi.
5. LAYERS, THC, Delhi.
6. The Branch Incharge, Admn.-II, Central to circulate the enclosed proforma through Pen-Drive to all the Sr.A.O./A.O./Branch Incharge, Administration in all the Districts in Delhi/New Delhi.

District & Sessions Judge (HQs) Delhi

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

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)	

**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.