

**Most Urgent**

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

No. 9364 - 9624  
/Fine&Audit/Accounts/124/2025

Dated 10 MAR 2025

**Sub:- Information regarding Spouse and home loan.**

This is to bring to your kind notice that Internal Audit Party No. X has sought information regarding spouse and home loan from all the officials working under the strength of Central District/RACC and in diverted capacity. In this regard, two proformas have been provided by the Audit team to the office. I have been directed to request your goodself to kindly circulate the above mentioned proformas amongst the staff working under your kind control. The requisite information duly filled in the prescribed proforma by all the staff members should be reached in this office, within two days for onward transmission to the Audit Team:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The PS to Ld. Principal District & Sessions Judge (HQs), Delhi.
3. The Office of the Ld. Principal District & Sessions Judge-cum-Special Judge (PC Act) (CBI), Rouse Avenue Courts Complex, New Delhi.
4. The Director, Delhi Judicial Academy, Dwarka, New Delhi.
5. The Member Secretary, DSLSA, RACC, New Delhi.
6. All the Judicial Officers, Central District, THC, Delhi(for circulation among subordinate staff members).
7. All the Judicial Officer, RACC, New Delhi (for circulation among subordinate staff members).
8. The A.O.(Judicial)/Br. Incharge of all the Branches of Central District, THC, Delhi.
9. The A.O.(Judicial)/Br. Incharge of all the Branches of RADC, New Delhi.
10. For uploading on LAYERS.

Sincerely yours,

10/03/2025

(Murari Prasad Singh)  
Judge Family Court / H.O.O.  
THC, Delhi.

PROFORMA FOR SPOUSE INFORMATION

Name and Designation : \_\_\_\_\_

Pay Band in which salary is drawn : \_\_\_\_\_

Basic Pay : \_\_\_\_\_

H.R.A. : \_\_\_\_\_

Medical facility opted (Yes or No) : \_\_\_\_\_

Accommodation (whether Govt allotted./Own house/  
Rented ) : \_\_\_\_\_

If own, whether rented  
out& rent per month. : \_\_\_\_\_

Name of the Spouse. : \_\_\_\_\_

Whether spouse is in : \_\_\_\_\_  
Govt./Semi Govt./Pvt.Ltd/  
Ltd./PSU Undertaking service /in  
Business or House wife.

If in service, Employer's  
name and address : \_\_\_\_\_

Basic Pay of spouse : \_\_\_\_\_

H.R.A. being drawn  
by the spouse. : \_\_\_\_\_

Medical facility availing by the  
Spouse : \_\_\_\_\_

Residential Address. : \_\_\_\_\_

Details of family members :-

S.No.	Name of family member	Relationship	Date of Birth
I)			
II)			
III)			
IV)			

Signatures of Govt. Servant

Counter Signatures (By Head of Office)

Detail of Home Loan

1. Name & Designation :
2. Residential address :
3. Address of the Property for which loan was taken
4. Purpose of Loan :-
  - i). Purchase of land
  - ii). Purchase of Ready Build Flat
  - iii). Construction
  - iv). Repairs & Renewals
  - v). Any other
5. Name of Bank/Financial institute from loan taken with address.
6. Status of Property:
  - i). Land Lying vacant
  - ii). Possession taken over and self occupied property
  - iii). Possession taken over and rented out.
  - iv). Under construction
  - v). Construction completed
7. Other details, if any.

Signature of the official

Counter Signatures (By Head of Office)