

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

C I R C U L A R

It has been observed that the Sr. PAs/PAs whose Presiding Officers happen to be on leave/training (either full day or half day) do not report in the Office Pool, Administration Branch-I, Central of their own in time, which causes great hardship to depute Sr. PAs/PAs in the courts from where the requisitions/requests are received. Therefore, in continuation of this office earlier Circulars dated 24/04/2010, 21/02/2012, 30/07/2013, 29/11/2013, 15/04/2015, 24/08/2016, 21/09/2017, 23/08/2019 and 09.04.2021, it is once again impressed upon all the Sr. PAs/PAs posted in Central District to report in the Office Pool, Administration Branch-I, Central District *by 10:10 A.M* whenever their Presiding Officers are on leave/training (either full day or half day).

Further, as and when, any stenographer (Sr. PA/PA) posted in a Court is withdrawn, a duty Performa/Slip will be issued in the name of said stenographer (Sr. PA/PA) and the said stenographer has to get the reporting & relieving time mentioned on the said Performa/slip by the Judicial Officer of the Court where he/she has been assigned duty on particular day.

Non-compliance of the above direction will be viewed seriously and disciplinary action shall be initiated against the erring Sr. PAs/PAs, as per rules.


28/11/24

(SANJAY GARG-I)
PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)
DELHI

No. 68414-694 /Admn.I/P&T/HQs/2024

Dated, Delhi the 28 NOV 2024

Copy forwarded for information and necessary action to:-

1. All the Ld. Judicial Officers, Central District, Tis Hazari Courts, Delhi with the request to kindly sensitize of their staff.
2. The Personal Office of the undersigned.
3. All Sr. PAs/PAs posted in the court of Central District, Tis Hazari Courts, Delhi.
4. The PRO/APRO, Tis Hazari Courts, Delhi.
5. The Web-site Committee, Tis Hazari Courts
6. The Dealing Official, Layers Seat, Computer Branch, Tis Hazari Courts, Delhi.


28/11/24

PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)
DELHI