

No.DJ-R(Inst.)/MND/2020 _____
OFFICE OF THE DISTRICT AND SESSIONS JUDGE MANDI, CIVIL AND
SESSIONS DIVISION, MANDI, DISTRICT MANDI, HIMACHAL PRADESH.

Dated Mandi, the 10th September, 2020.

To

All the Judicial officers,
Civil and Sessions Division,
Mandi, District Mandi, H.P.

Subject: Observance of punctuality.

Sir/Madam,

It has been observed by the undersigned that the Court officials of this Civil and Sessions Division are not observing prescribed office hours i.e 9:45 A.M. to 4:45 P.M and lunch hours i.e. 1:00 P.M. to 1:30 P.M strictly and do not mark their presence alongwith time in the attendance register. The Superintendents of the concerned Court(s)/office(s) do not record any remarks qua their absence or being on leave. Moreover, Class-IV employees do not wear their uniforms and Class-II & III officials usually wear jeans and do not wear sober/decent dress.

Therefore, you are requested to direct the officials working under your control to follow the prescribed office norms during working hours strictly, maintain the Court decorum/discipline and ensure that the officials are soberly/decently dressed and further arrive and depart from the office(s) as per the prescribed time schedule.

The instructions issued in this regard by the Registry from time to time be followed in letter and spirit. Any departure would be viewed seriously.

Yours faithfully,

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District and Sessions Judge
Mandi, Civil and Sessions Division
Mandi, District Mandi, H.P.

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Endst.No.DJ-R(Inst.)/MND/2020_dated Mandi, the 10th September, 2020.
Copy forwarded to the LRC of this office, with a direction to bring the same in the notice of all concerned, for strict compliance.

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District and Sessions Judge
Mandi, Civil and Sessions Division
Mandi, District Mandi, H.P.