

No.DJ-R(Inst.)/MND/2021 4484
OFFICE OF THE DISTRICT AND SESSIONS JUDGE MANDI, CIVIL AND
SESSIONS DIVISION, MANDI, DISTRICT MANDI, HIMACHAL PRADESH.

Dated Mandi, the 6th July, 2021.

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 instructions regarding observance of punctuality in holding the Court from 10:00 A.M. to 5:00 P.M. with lunch-break from 1:30 P.M. to 2:00 P.M., are not strictly adhered with by some Judicial officers. Thus, the non-observance of the working hours, as prescribed, affects the judicial work, both qualitatively and quantitatively.

Therefore, you are requested to follow and observe the punctuality scrupulously in holding the Court and not to leave the Court premises during working hours.

You are further requested to direct all the officials working under your control to follow the prescribed office norms during working hours strictly, mark their presence along with time in the attendance register, maintain the Court decorum/discipline and ensure that Class-II & III officials are soberly/decently dressed, Class-IV employees wear their uniforms 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.

The receipt of this communication may kindly be acknowledged.

Yours sincerely,


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

Endst.No.DJ-R(Inst.)/MND/2021 4484 dated Mandi, the 6th July, 2021.
Copy forwarded to :

1. The LRC, of this office, with a direction to bring the same in the notice of all concerned, for strict compliance.
2. The Assistant Programmer, of this office, with a direction to upload the same on the website of the Court.


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