

**COMPILATION OF THE NATURE OF DUTIES OF THE
OFFICERS / OFFICIALS WORKING IN BRANCH / COURTS**

(Volume I)

COMPILATION

SUBMITTED BY THE COMMITTEE FOR PREPARATION AND UPDATION
OF A REFERENCE BOOK CONTAINING A CHRONOLOGICAL
COMPILATION OF THE CIRCULARS AND PRACTICE DIRECTIONS ISSUED
BY THE HON'BLE HIGH COURT OF DELHI AND DELHI DISTRICT COURTS

UNDER THE DIRECTIONS AND GUIDANCE OF

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DISTRICT & SESSIONS JUDGE (HQs), DELHI

&

Under the supervision of:

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**COMPILATION OF THE NATURE
OF DUTIES OF THE OFFICERS /
OFFICIALS IN BRANCH /
COURTS**

Sl. No.	Name of the Post	Brief Note of the work
1	Sr. Administrative Officer (Judicial)	<p>Overall supervision of all the Administrative work inclusive of transfer-posting, seniority-promotion, transfer of cases, electricity, water, telephone bills, complaints, ACRs, to arrange the statements of Sessions, Civil, Criminals, Labour, IT, Labour Court half yearly and other statistical information demanded by the Hon'ble High Court and Secretary law.</p> <p>(A) General Duties (Distribution of work among the staff as evenly as possible, Training, helping and advising the staff, Management and coordination of the work, Maintenance of order and discipline in the section, Maintenance of a list of residential addresses and contact phone numbers of the staff.</p> <p>(B) Responsibilities relating to Dak to go through the receipts, to submit receipts which should be seen by the Branch-in-charge or higher officer at the dak stage, to keep a watch on any hole-up in the movement of dak and to scrutinize the section diary once a week to ensure that it is being properly maintained.</p> <p>(C) to see that all corrections have been made in the draft before it is marked for issue, to indicate whether a clean copy of the draft is necessary, to indicate the number of spare copies required, to check whether all enclosures are attached, to indicate priority marking, to indicate mode of dispatch, to see that the telephone number, fax number and e-mail address of the signing authority have been indicated below the signature.</p> <p>(D) Responsibility of efficient and expeditious disposal of work and checks on delays to keep note of important receipts with a view to watching the progress of action, to ensure timely submission of arrears and other returns, to undertake inspection of dealing hands' table to ensure that no paper or file has been overlooked, to ensure that cases are not held up at any stage, to go through the list of periodical returns every week and take suitable action on items requiring attention during next week. The file/PUC be processed within fifteen days of receipt and if it is not disposed of within this period, the reasons be mentioned for delay.</p> <p>(E) Independent disposal of cases, He should take action independently on the following (issuing acknowledgments, reminders and other routine communications, obtaining or supplying factual/statistical information of a non-classified nature, any other action which an officer is authorized to take independently.</p> <p>(F) Duties in respect of recording and indexing to unwanted spare copies, ensuring proper maintenance of registers required to be</p>

		maintained in the section, ensuring proper maintenance of reference books, folders of office-orders etc. and keep them up-to date, ensuring neatness and tidiness in the section, dealing with important and complicated cases himself, ensuring strict compliance with Departmental Security Instructions and/or any other duty(ies) assigned from time to time by the Competent Authority.
2	Dy. Controller of Accounts	Supervision of whole Accounts functionary inclusive of Pay Bills, Service Book, Budget, Advance Bill, GPF Final Bill, Contingency Bills, Fine & Audit, Cash, Pay Fixation, Compilation of Leave Account, Pension & supervise their juniors, also to look after the work of the accounts staff posted under him and/or any other duty(ies) assigned from time to time by the Competent Authority.
3	Administrative Officer (Judicial)	<p>Overall supervision of all the Administrative work inclusive of transfer-posting, seniority-promotion, transfer of cases, electricity, water, telephone bills, complaints, ACRs, to arrange the statements of Sessions, Civil, Criminals, Labour, IT, Labour Court half yearly and other statistical information demanded by the Hon'ble High Court and Secretary law and work as PIO & Record Officer's for compliance of Section 4(1) (Obligation of public authorities) for facilitation of proactive disclosure of records/information of public authority via computerized and connected through a network official website and Record Officer under Public Records Act and RTI (for Manual Categorized/ managing the records of Public Authority).</p> <p>(A) General Duties (Distribution of work among the staff as evenly as possible, Training, helping and advising the staff, Management and coordination of the work, Maintenance of order and discipline in the section, Maintenance of a list of residential addresses and contact phone numbers of the staff.</p> <p>(B) Responsibilities relating to Dak to go through the receipts, to submit receipts which should be seen by the Branch-in-charge or higher officer at the dak stage, to keep a watch on any hole-up in the movement of dak and to scrutinize the section diary once a week to ensure that it is being properly maintained.</p> <p>(C) to see that all corrections have been made in the draft before it is marked for issue, to indicate whether a clean copy of the draft is necessary, to indicate the number of spare copies required, to check whether all enclosures are attached, to indicate priority marking, to indicate mode of dispatch, to see that the telephone number, fax number and e-mail address of the signing authority have been indicated below the signature.</p> <p>(D) Responsibility of efficient and expeditious disposal of work and</p>

		<p>checks on delays (to keep note of important receipts which a view to watching the progress of action, to ensure timely submission of arrears and other returns, to undertake inspection of dealing hands' table to ensure that no paper or file has been overlooked, to ensure that cases are not help up at any stage, to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.</p> <p>(E) Independent disposal of cases, He should take action independently on the following (issuing acknowledgments, reminders and other routine communications, obtaining or supplying factual/statistical information of a non-classified nature, any other action which an officer is authorized to take independently.</p> <p>(F) Duties in respect of recording and indexing to unwanted spare copies, ensuring proper maintenance of registers required to be maintained in the section, ensuring proper maintenance of reference books, folders of office-orders etc. and keep them up-to date, ensuring neatness and tidiness in the section, dealing with important and complicated cases himself, ensuring strict compliance with Departmental Security Instructions and/or any other duty(ies) assigned from time to time by the Competent Authority.</p>
4	Sr. Accounts Officer	To supervise the work of Sr. Judicial Assistants, Assistant Accounts Officer and also to look after the work of Account Staff i.e. Sr. JA, JA, JJA etc. posted under him and/or any other duty(ies) assigned from time to time by the Competent Authority.
5.	Sr. Librarian	The Senior Librarian is responsible for maintenance and upkeep of the library, to bring to the notice of Incharge about the requirement of purchase of books, e-books, journals etc. from time to time and/or any other duty(ies) assigned from time to time by the Competent Authority
6	Accounts Officer	To supervise the work of the Assistant Accounts Officer and also to attend the Meeting Concerning the Accounts functioning. All other matters pertaining to Accounts Branch and/or any other duty(ies) assigned from time to time by the Competent Authority.
7	Asstt. Accounts Officer	To supervise the work and to look after the work of the Accounts Staff i.e. Sr. JA, JA, JJA etc. posted under him and/or any other duty(ies) assigned from time to time by the Competent Authority.
8	Sr. Judicial Assistant	(A) Branch: Sr. Judicial Assistant is equally important for running of the branches. The work of the branches is based upon the noting, drafting and correspondence to be made under their direct supervision. For this purpose Sr. Judicial Assistants are to be posted

		<p>in the branches for the assistance of the Sr. AO (J) and AO (J), also work as Record Keeper in Record Rooms and/or any other duty(ies) assigned from time to time by the Competent Authority.</p> <p>(B) Courts: To assist the court during hearing of the judicial matters and to maintain the diary of the courts and would put up the files of cases listed for hearing before the Ld. Presiding Officer and would keep the diary of the cases up to date besides maintaining the record about the disposal of cases. They would also prepare decree sheets of the cases besides maintaining the fine register, fine receipt Book, library register, peshi register, Disposal Register, Cause List etc. and update the data and shall keep the seals and stamps in safe custody and/or any other duty(ies) assigned from time to time by the Competent Authority</p>
9	Sr. Personal Assistant	They shall be posted with the officers of DHJS to take the dictations of judgment, evidence, Daily order sheet in the cases in the cases etc. and update the data and/or any other duty(ies) assigned from time to time by the Competent Authority.
10.	Public Relation Officer	<ol style="list-style-type: none"> 1. For giving information about the transfer of such cases from one court to another court in view of the frequent transfer of cases about change of the court rooms, about change of the Civil Judge, Metropolitan Magistrate or ADJs in any court, especially when there is change of the court room also. 2. For ensuring that certified copies of the orders are supplied in time. 3. For ensuring that files are readily made available for inspection. 4. For giving other relevant information to avoid exploitation by vested interests. 5. For keeping a vigilant eye over staff of the courts, by keeping Presiding Officers informed about complaints against the staff. 6. To assist the large number of litigants visiting courts. 7. To assist the members of the Bar Association. 8. Multipurpose duties while working in the branches of this office. 9. To get the Air Ticket, Railway Ticket, Accommodation and coordinate with the Judicial Officers/Judicial Academy in Delhi and outside Delhi to facilitate them. 10. And/or any other duty(ies) assigned from time to time by the Competent Authority
11.	Asstt. Librarian-cum-Information Officer	The Asstt. Librarian-cum-information Officer is responsible for maintenance and upkeep of the library, to bring to the notice of

		Incharge about the requirement of purchase of books, e-books, journals etc. from time to time , to assist the Sr. Librarian and/or any other duty(ies) assigned from time to time by the Competent Authority.
12.	Asstt. Public Relation Officer	<ol style="list-style-type: none"> 1. To assist the Public Relation Officer. 2. For giving information about the transfer of such cases from one court to another court in view of the frequent transfer of cases about change of the court rooms, about change of the Civil Judge, Metropolitan Magistrate or ADJs in any court, especially when there is change of the court room also. 3. For ensuring that certified copies of the orders are supplied in time. 4. For ensuring that files are readily made available for inspection. 5. For giving other relevant information to avoid exploitation by vested interests. 6. For keeping a vigilant eye over staff of the courts, by keeping Presiding Officers informed about complaints against the staff. 7. To assist the large number of litigants visiting courts. 8. To assist the members of the Bar Association. 9. Duty of press. 10. Multipurpose duties while working in the branches of this office. 11. To get the Air Ticket, Railway Ticket, Accommodation and coordinate with the Judicial Officers/Judicial Academy in Delhi and outside Delhi to facilitate them. 12. And/or any other duty(ies) assigned from time to time by the Competent Authority.
13	Civil Nazir	<p>(A) Administrative Duties: The Civil Nazir is the ministerial Head of the process serving establishment. His main duty is to maintain the efficiency of the process service establishment and/or any other duty(ies) assigned from time to time by the Competent Authority.</p> <p>(B) Other Duties: The Civil Nazir has to keep and maintain the Civil-deposit and repayment accounts. He has to manage the execution of decree business and to discharge such other duties as may be assigned by the Administrative Civil Judge, Delhi. He has to distribute business amongst process servers. He has to ensure that process is properly served and returned in time to the courts/offices concerned. He has to ensure that process is properly served and returned in time to the courts/offices concerned. He has to control and regulate the payment of diet money to the</p>

		witnesses. He is responsible for distribution of salary to the employee of this office and to keep/maintain the accounts thereof and/or any other duty(ies) assigned from time to time by the Competent Authority.
14	Judicial Assistant	<p>(A) In Courts: To assist the court during hearing of the judicial matters and to maintain the diary of the courts and would put up the files of cases listed for hearing before the Ld. Presiding Officer and would keep the diary of the cases up to date besides maintaining the record about the disposal of cases. They would also prepare decree sheets of the cases besides maintaining the fine register, library register and peshi register and shall keep the seals and stamps in safe custody and/or any other duty(ies) assigned from time to time by the Competent Authority.</p> <p>OR to maintain the Judicial Records, issue court notices/summons, prepare daily cause lists, preparing reports, segregate the judicial record for issue of Certified Copies, maintain various registers viz. Inspection Register, Register No.1 Disposal/Consignment Register, CA Register, Dak Register, Wapsi Register, Registers containing the record of pendency of judicial files and consignment thereof and update the data and/or any other duty(ies) assigned from time to time by the Competent Authority.</p> <p>(B) Administrative Side: They shall carry out the administrative work of the department, put up notes and letters. To work in Accounts Branch, Judicial Branch, General Branch, Stationery Branch etc. To maintain the requisite information that is the total number of letter Diary & Dispatch in R&I Branch, work of Record Room (Consignment. etc.) Preparation of Certified Copies and delivery thereof in Copying Agencies and update the data and also to work as Asstt. Record Keeper in Record Rooms and/or any other duty(ies) assigned from time to time by the Competent Authority.</p>
15	Personal Assistant	Posted as additional stenographer with the officers of DHJS & DJS to take dictation in day to day proceedings and assist the Sr. Personal Assistant and/or any other duty(ies) assigned from time to time by the Competent Authority.
16	Naib Nazir	<p>(A) In Courts: Naib Nazir deals with execution matters in the courts, for preparing voucher, Warrant of Attachment, Transfer Certificates etc. and maintaining Institution Register, Disposal Register, CA Registers etc., and shall keep the seals and stamps in safe custody and/or any other duty(ies) assigned from time to time by the Competent Authority.</p> <p>(B) Other duties: The Naib Nazir have to keep and maintain the civil deposits and maintain the accounts. He has to manage the</p>

		<p>execution of decree business and to discharge such other duties as may be assigned by the Administrative Civil Judge, Delhi. He has to distribute business amongst process servers. He has to ensure that process is properly served and returned in time to the courts/offices concerned. He has to control & regulate payment of diet money to the witnesses and/or any other duty(ies) assigned from time to time by the Competent Authority.</p>
17	Jr. Judicial Assistants	<p>(A) In Courts: Whether posted in the Courts it is the joint responsibility of JJAs to maintain the Judicial Records, issue court notices/summons, prepare daily cause lists, preparing reports, segregate the judicial record for issue of Certified Copies, maintain various registers viz. Inspection Register, Register No.1 Disposal/Consignment Register, CA Register, Dak Register, Diet Money Register, Wapsi Register, Registers containing the record of pendency of judicial files and consignment thereof and update the data and shall keep the seals and stamps in safe custody and/or any other duty(ies) assigned from time to time by the Competent Authority.</p> <p>(B) Administrative Side: They shall carry out the administrative work of the department, noting-drafting, put up notes and letters. To work in Accounts Branch, Judicial Branch, General Branch, Stationery Branch etc. To maintain the requisite information that is the total number of letter Diary & Dispatch in R&I Branch, work of Record Room (Consignment etc.) Preparation of Certified Copies and delivery thereof in Copying Agencies and/or any other duty(ies) assigned from time to time by the Competent Authority.</p>
18	Process Server	<p>To get the summons/process served as per the beat allocated by the Civil Nazir guided by the Ld. ACJ, Delhi and returns the process well in advance before the date of hearing. They are responsible to make entries of summons/processes/notices in the entry registers, Process Servers have to maintain the diet money register and/or any other duty(ies) assigned from time to time by the Competent Authority.</p>
19	Bailiff	<p>(A) Execution of attachment of decree. (B) Execution of warrants. (C) Execution of warrants of possession. (D) Maintaining the register of diet money etc. and/or any other duty(ies) assigned from time to time by the Competent Authority.</p>

INSTRUCTIONS FOR OFFICIALS POSTED IN RECORD ROOM

CHAPTER 16, PART A, VOL. IV, DELHI HIGH COURT RULES & ORDERS GOVERNS THE RULES FOR WORKING OF RECORD ROOMS.

Record Room is a Branch, where all the decided judicial records are kept and maintained in a systematic manner, which enables the litigants, advocates and courts to access the decided judicial records instantly at their requirement/direction.

Why are decided files important? Why do we need to preserve files?

- They are primary proof of a painstakingly concluded Trial.
- So that finality attached to them is not challenged in a fresh bout of trial.
- Findings contained therein can be required for reference or compliance at a later stage.
- They might be needed in appellate Courts.
- Might be required to prove a repeated offence.

DIVISION OF FILES:-

CIVIL RECORDS- Two Parts - "A & B".

PART-A:

1. Index
2. (Hon'ble Supreme Court & Hon'ble High Court Orders)
3. Chronological Order sheets
4. Issues
5. Plaintiff's Evidence
6. Defendant's Evidence
7. Court Misc. Orders

8. Judgment
9. Decree Sheet
10. Pleadings (Plaint, Written Statement, Replication if any)
11. Arbitration Award & Records
12. Local Commissioner (LC) Report
13. Plaintiff's Documents
14. Defendant's Documents
15. Judge's Hand notes
16. Service Report of Ex-part judgment, &
17. Vakalatnama

Part-B:

Papers not included in Part A

THE FOLLOWING CIVIL RECORDS SHALL BE ARRANGED IN THREE PARTS- "A, A (i) & B", NAMELY THOSE OF :-

1. Suits involving the title to immovable property;
2. Suits relating to Succession to an office, or to establish or set aside an adoption, or otherwise determine the status of an individual, and all suits relating to trusts or religious endowments;
3. Proceedings under the Indian Succession Act, 1925 and under the repealed Act entered in Schedule 9 of the Act;
4. Proceedings under the Indian Divorce Act, 1869.

PART A:

1. Index
2. (Hon'ble Supreme Court & Hon'ble High Court Orders)
3. Chronological Order sheets
4. Issues

5. Plaintiff's Evidence
6. Defendant's Evidence
7. Court Misc. Orders
8. Judgment
9. Decree Sheet
10. Pleadings (Plaint, Written Statement, Replication if any)
11. Arbitration Award & Records
12. Local Commissioner (LC) Report
13. Plaintiff's Documents
14. Defendant's Documents
15. Judge's Hand notes
16. Service Report of Ex-part judgment, &
17. Vakalatnama

Part-A(i):

1. Copies of Civil, Revenue and Municipal Record received by the Court during the trial as evidence between the parties.
2. Application of parties who are strangers to the suit with the Court's orders thereon.
3. Reports furnished by the Record Department.
4. Orders or arrest or attachment before judgement or for a new trial, with all documents relating thereto.
5. Applications for review of judgement or for a new trial, with the Court's orders thereon, other than orders accepting such application.

Part-B:

Papers not included in Part A & A(i).

CRIMINAL RECORDS - Two Part –“A & B”.

PART A:

1. Index
2. (Hon'ble Supreme Court & Hon'ble High Court Orders)
3. Chronological Order sheets
4. Charge
5. Prosecution Evidence
6. Statement of Accused
7. Defence Evidence
8. Court Misc. Orders
9. Judgment
10. Order on Sentence
11. Charge sheet
12. Prosecution Documents
13. Defence Documents
14. Judges Hand Notes
15. Warrant of sentence upon execution
16. Fine realization document
17. Good Behaviour bonds.
18. Vakalatnama

PART B:

- All papers not in Part A.

TENURES OF PRESERVING FILES:-

Till Perpetuity-

- Part A of Suits i.r.o. Title of Immovable Properties.
- Part A of Suits of Succession to office, trusts, adoption.
- Record of sale, attachment etc. of execution of Immovable Property
- Insolvency Proceedings with Q of title of Immovable Property.
- Part A of Lunacy Act suit.
- Companies Act Suits.

Till 50 years-

- Part A of Guardian & Wards Act petitions.
- Insolvency Act petitions other than perpetuity.
- Part A of Death Penalty Offences files.
- Proclaimed Offenders files.

Till 20 years-

- Enhanced punishment related files.(Charge, Jud, Sent.)
- Part A Public Servant prosecution files.
- Part A U/o 32 CPC suits qua minors.
- Part A of Rent suits of Sec.14, 14A-D,21,&24 of DRC Act.

Till 12 years-

- Part A of Sessions Cases , sentence executed.
- Rejected petitions of Guardian & Wards Act.

Till 6 years-

- Part A of Civil Suits & Appeals, decree executed.
- Part A DRC Act Sec.13,23,26,27,31,34,44 &45.

Till 3 years-

- Files of Criminal Trials by Magistrates.
- Part A of Appeals of MM orders.

Till 1 years-

- Traffic Offences under Motor Vehicles Act.
- Part B of Civil Criminal & Appeal files.

PROCEDURE & PRACTICE OF WORKING IN RECORD ROOMS :-

Which file consigns where:-

- Records of cases decided by Judge Small Cause Courts & Guardianship cases are consigned in Record Room (Judge Small Cause Courts).
- Records of cases decided by Metropolitan Magistrates are consigned in Record Room (Criminal).
- Records of cases decided by Civil Judge, Addl. Rent Controller, Admn. Civil Judge & Commercial Civil Judge are consigned in Record Room (Civil).
- Records of cases decided by Senior Civil Judge, Rent Control Tribunal, MACT, Addl. District Judge, Addl. Sessions Judge & District Judge, are consigned in Record Room (Sessions).

CONSIGNMENT OF DECIDED JUDICIAL FILES:-

- There should be a judicial consignment order in the file.
- All the proceedings of the file should be in sequence and complete in all respect.
- All the stamps should be crossed.
- All the files pertaining to the Court of Civil Judge, Admn. Civil Judge, ARC, ADJ, Guardianship Judge, Small Cause Courts, & District Judge should be filed and signed on the back side of the papers/pleadings.
- **Sine Die Files are not accepted in Record Rooms for consignment.**

PROCEEDINGS IN CASE OF ANY DISCREPANCY IN THE FILE :-

- Note down all the discrepancy of the file on a paper with page number and nature of discrepancy of the file.

- Call the concerned Ahlmad to remove those discrepancies, simultaneously inform to the Branch Incharge about the discrepancies of the files.

ASSIGNMENT OF THE GENERAL & GOSHWARA NUMBER :-

- After checking of files in all respect, the files first entered into General Register of the concerned District and then are entered into Goshwara Register, where the files are assigned Goshwara Number, by the concerned Consignment Clerk. It is noteworthy that the files of the Record Rooms can only be located with the Goshwara Number and area.
- After making entry into Goshwara Register, files are handed over to the Mauza Clerk (who keeps the records) by the Consignment Clerk (who checks and enters the files in the concerned Registers, i.e. General Register & Goshwara Register). It is noteworthy that every goshwara number is prefixed with an area to which it concerned.
- The Goshwara Number is written with Red Ink in a specific Graph , i.e., __/.

LOCATION/ARRANGEMENT OF CONSIGNED FILES :-

- All the consigned files having Goshwara Number should be arranged year wise & month wise duly wrapped in a cloth (Basta) in a systematic manner so as to locate the files very efficiently within a minute.
- The movement of every file should be made in the Out (Wapsi) registers.
- If any file is removed from its location, a parch yadasht (a paper having detail of sending of file in the concerned Court/branch for the specific purpose) should be placed.
- After receiving of the said file in the Record Room, the concerned Parcha Yadasht should be removed from the place at the time of putting the file. An entry should be made in the Wapsi Register.
- All the bastas should be wrapped and placed properly at the appropriate/earmarked place.

**ENTRY WHILE TAKING THE FILE OUT OF THE RECORD ROOM
BY THE MAUZA CLERK :-**

- Every Mauza Clerk should make entry into the movement registers duly maintained by the Branch Incharge, while taking files by him to any of the Court/branches on summons/robkars.
- The Mauza Clerks and Consignment Clerks should be prompt in their work to avoid loss of records.

Consignment and preservation of Judicial Registers:

LIST OF JUDICIAL REGISTERS, THEIR CONSIGNMENT & PERPETUITY				
S.No	No. of Register	Name of Register	Consignment after Completion of Register	Period of Preservation of Register from the date of the last entry
CIVIL REGISTERS				
1	I (1)	Register of Civil Suits	12 years	Perpetuity
2	II (2)	Register of Miscellaneous suits cognizable only by a Principal Court of Original jurisdiction.	06 years	Perpetuity
3	III (3)	Register of Divorce and Matrimonial cases	06 years	Perpetuity
4	IV (4)	Register of cases under the Land Acquisition Act.	06 years	Perpetuity
5	V (5)	Register of Miscellaneous petitions and applications	01 year	Perpetuity
6	VI (6)	Registers of application to sue and	06 years	12 years

		appeal as a pauper.		
7	VII (7)	Register of rejected and returned plaints and memorandum of appeal.	06 years	03 years
8	VIII (8)	Register of dates fixed for trial of original suits, appeals, and execution of decrees. (Peshi Register)	01 year	03 years
9	IX (9)	Register of dates fixed for trial of original suits, appeals, and execution of decrees. (Peshi Register)	01 year	03 years
10	X (10)	Register of execution of decrees.	12 years	20 years
11	XI (11)	Register of miscellaneous petitions in execution proceedings.	06 years	20 years
12	XII (12)	Register of application for review in suits and appeal and for amendment for decrees.	06 years	03 years
13	XIII (13)	Register of appeals from decrees	06 years	20 years
14	XIV (14)	Register of Miscellaneous appeals	06 years	12 years
15	XVI (16)	Register of judgement-debtors imprisoned in execution of decrees.	01 year	06 year
16	XVII (17)	Register of persons punished for contempt of courts	01 year	03 year

17	XVIII (18)	Register of stamp deficiencies to be maintained by Court and offices	01 year	09 year
18	XIX (19)	Register of Commissions	01 year	
19	XX (20)	Register of Process-Servers	01 year	
20	XXI-A (21-A)	Register of Special Qanungo	01 year	06 year
21	XXI-B (21-B)	Register of Commission issued to the Special Qanungo	01 year	06 year
22	XXI-C (21-C)	Register of Inspection notes	01 year	03 year
23	XII (22)	Register of warrants executed by Bailiffs	01 year	03 year
24	XIII (23)	Registers of processes served by process-servers	01 year	03 year
25	XXIV (24)	Register of documents returned	01 year	Perpetuity
26	XXV (25)	Register of deposits and refunds of commission on sale proceeds in execution proceedings.	03 years	06 years
27	XXVI (26)	Register relating to the property of minors and annual accounts of their estates.	06 years	50 years
28	XXVII (27)	Register of persons adjudicated insolvents and administration of their estates.	06 years	50 years
29	XXVIII (28)	Register of applications under	03 years	50 years

		Section 31 of the Punjab Relief of Indebtedness Act, 1934.		
30	XXIX (29)	Diary Register for Process-servers and Bailiffs.	03 years	
31	XXX (30)	Register of declarations under the Muslim Personal Law (Shariat) Application Act, 1937.	03 years	
32	XXXII (32)	Register of Appeals under the Muslim Personal Law (Shariat) Application Act, 1937	03 years	

CRIMINAL REGISTERS				
33	I (1)	Register of cognizable and non-cognizable offences instituted on complaint or on Magistrate's own motion or reported by the Police under Sections 157 and 173 of Cr. P.C.	02 years	12 years
34	II (2)	Register of case under the Indian Penal Code	02 years	20 years
35	III (3)	Register of cases under Special and local Laws and under the Code of Criminal Procedure.	02 years	12 years
36	IV (4)	Register of Miscellaneous Criminal Cases	02 years	12 years
37	IV (5)	Register of cases decided in each court.	03 years	03 years
38	VI (6)	Register showing the number of offences reported and brought to trial and of persons discharged acquitted or convicted.	03 years	12 years
39	VII (7)	Register of Sessions Trial and of references made to the Court of Sessions under Section 123, Cr. P.C.	03 years	Perpetuity
40	VIII (8)	Register of trial of European British subjects	03 years	Perpetuity

41	IX (9)	Register of complaints against or inquiries into, conduct of the servants of the Government.	03 years	50 years
42	X (10)	Register of appeals and revisions in Criminal Cases.	03 years	20 years
43	XI (11)	Register of dates fixed for trial of Criminal case including dates of receipt of cases sent up for trial by the Police.	02 years	03 years
44	XII (12)	Register of Prisoner under the trial	02 years	03 years
45	XIII (13)	Register of person admitted to and removed from the lock-up in the District.	On completion of Register	03 years
46	XIV (14)	Register of Judicial fines.	After completion of each calendar year	12 years
47	XV (15)	Register of Judicial fine realization	After completion of each calendar year	06 years
MISC REGISTERS				
48	A	Register of Contingent expenditure	06 years	20 years
49	B	Register of files taken from the Record Room for reference.	06 years	06 years
50	C	Register of miscellaneous proceedings received from other Districts or	03 years	03 years

		Courts		
51	D	Register of dispatch of packets or letters	03 years	03 years
52	E	Register of General order issued in the Judicial department	03 years	03 years
53	F	Register of property received into the Nazir's store room.	03 years	03 years
54	G	Register of ministerial officers.	03 years	50 years
55	H	Register of petition writers	03 years	50 years
56	I	Register of Affidavits	03 years	50 years

INSTRUCTIONS FOR OFFICIALS POSTED IN COPYING AGENCY

Copying Agency is a Branch, which gives the certified copies of the judicial records (either pending or decided) to the litigants, advocates and other public, which are used for court and personal record.

STAGES OF PREPARATION OF CERTIFIED COPIES:-

- Applicant applies the C.A. application in the prescribed proforma in duplicate.
- The Receipt Clerk at Facilitation Centre puts C.A. Number on the given application and issues the receipt against the received C.A. application.
- The Receipt Clerk then sends the C.A. application to the concerned Copying Agency.
- The Branch-in-Charge then, according to the Court / branch, where the record is lying, marks the C.A. application to the concerned File Fetcher (a person who brings the file/record from the Court/branch).
- The File Fetcher then hands over the C.A. application to the concerned Ahlmad for making available the concerned file/record.
- According to the demand of the applicant, as mentioned in his/her C.A. application, the Ahlmad sends the file/records to the Copying Agency through File Fetcher.
- The Branch-in-Charge then marks the file/record to the Copyist (a person who prepares the certified copies) for preparation of requisite Certified copies.
- The Copyist then checks and correlates file as to whether the copies of items sought for by the applicant is in the file or not. Copyist also checks whether the applicant is the party to the case or not and if the applicant is not found to be the party or not related to the case, he is not allowed to have the copies of exhibited documents.
- After copying the pages, beside putting other stamps, Copyist puts a large sized stamp (on which details viz. Name of the copyist, C.A. No.,

Number of copied pages etc. are mentioned) on the back of the first page/heading and fills up the relevant details in the columns of that stamp and also mentions whether the C.A. is applied in URGENT or ORDINARY mode (*It may be noted that the Process Fee of Rs. 25/- is charged in URGENT mode and Rs. 10/- is charged in ORDINARY mode and Rs. 5/- is charged for per copied page*).

- After completing all above, Copyist gives the prepared copies along with the relevant file to the Examiner (a person who examines and tallies the copy from the original record).
- After having examined the copies, so prepared by the Copyist, the Examiner checks and signs each page of the copy and after that the same is sent to the Facilitation Centre for its delivery.
- The certified copies are then delivered to the applicant on presenting the receipt issued to him and if the copying fee is not covered under his earlier deposited fee, the recovery is charged from him accordingly.
- The Receipt Clerk, after closing (at 3:30 PM) of counters meant for C.As. at Facilitation Centre, deposits the entire cash, lying with him to District Nazir.

CHAPTER 17, VOL. IV, DELHI HIGH COURT RULES & ORDERS GOVERNS THE RULES FOR WORKING OF COPYING AGENCY.

INSTRUCTIONS FOR OFFICIALS POSTED IN FACILITATION CENTRE

Facilitation Centre was established in the year 2006 by the then Ld. District & Sessions Judge, Delhi to cater needs of Members of Bar/Litigants/General Public under one roof and provide necessary services smoothly and promptly. The staff/officials are diverted from various branches. The counters were set up in Facilitation Centre for the different purposes as mentioned herein:-

S.No	Section	Counters	NATUTRE OF WORK ASSIGNED
1.	Enquiry Counter	General Enquiry	Inquiry Seat viz all kind of Enquiries solicited by General Public /litigants/Advocates are entertained. The official maintained record of all type of correspondence related to Facilitation Center. Reply of RTI related to the enquiry seat i.e. searching of any type of case and successor court.
2.	Filing Section	District Judge Filing	Receive Fresh Filing of District Judge Cases pertaining to North, West and Central District and check each case and feed/enter the particulars of each case in computer, also receive Caveat and ACJ fresh filing and Transfer Application. Reply of RTI pertaining to District Judge filing since computerization.
3.	Filing section	Senior Civil Judge Filing	Receive Fresh Filing of Civil Judge Cases pertaining to North, West and Central District and check properly each case and feed/enter particulars of each case in computer. Reply of RTI pertaining to Senior Civil Judge filing since computerization.

S.No	Section	Counters	NATUTRE OF WORK ASSIGNED
4.	Filing section	Rent Cases Filing	Receive Fresh Filing of Rent Cases, RCT Appeal pertaining to North, West and Central District and to check each case and got marked from respective Rent Controllers for its assignment to the Additional Rent Controllers and feed/enter particulars of each case in computer. Reply of RTI pertaining to Addl. Rent Controller filing since computerization.
5.	Filing section	CMM Filing	Receive Fresh Filing of Chief Metropolitan Magistrate Cases pertaining to North, West and Central District and to check properly each case and got marked from respective CMM/ACMM for its assignment and feed/entry particulars of each cases in computer. Reply of RTI pertaining to CMM filing since computerization.
6.	Filing Section	Bail Application	Receiving Bail/Urgent Applications for ASJ's (of Central, West and North District) and feed the data in the Computer and manually & then sends the received applications to the concerned courts (ASJ's). Prepare the bail/urgent application statement of all the five court complexes and then send the statement to the Registrar General, Delhi High Court, New Delhi also given the reply of RTI as assigned by Superintendent Filing Section (Central, North and West District).
7	Rent Counters	Rent Deposit North, West & Central	To receive cash for deposit of rent on the orders of courts of Rent Controller, Additional Rent Controllers pertaining to district West and deposit the same by way of challan in SBI, Tis Hazari and got verified cash statements monthly from the treasury and to consigned a copy of pay order and cash receipt in concerned Record Room.

S.No	Section	Counters	NATUTRE OF WORK ASSIGNED
8	CA Counters	Copy Agency (Civil)	<p>Searching/Inquiry of CA(Civil) applications to find out the status of application i.e. copy is ready or not, any objection, and refund/return Application.</p> <p>Delivery of prepared copy of CA(Civil) after taking status of copy in computer and feed/entry if any refund/balance of cash on any particular copy. Also deposit the cash in the evening after preparing the cash statement in cash branch and also make the monthly statement.</p> <p>Receive fresh all CA application from Advocates/Senior Citizen and to check each application and feed/entry particulars of each cases in computer and also deposit the cash in the evening after preparing the cash statement in cash branch and also make the monthly statement.</p>
9	CA Counters	Copy Agency (Criminal)	<p>Searching/Inquiry of CA (Criminal) applications to find out the status of application i.e. copy is ready or not, any objection, refund/return application and also deliver the prepared copy and feed/entry if any refund/balance of cash in any particular copy. Also deposit the cash in the evening after preparing the cash statement in cash branch and make the monthly statement.</p> <p>Receive fresh all CA application from General Public Advocates/Senior Citizen and to check each application and feed/entry particulars of each cases in computer and also deposit the cash in the evening after preparing the cash statement in cash branch and also make the monthly statement.</p>

S.No	Section	Counters	NATUTRE OF WORK ASSIGNED
10	CA Counters	Copy Agency (Sessions)	<p>Delivery of prepared copy of CA(Session) after taking status of copy in computer and feed/entry if any refund/balance of cash on any particular copy. Serial all the copies received from CA (Sessions). Also deposit the cash in the evening after preparing the cash statement in cash branch and make the monthly statement.</p> <p>Searching/Inquiry of CA(Sessions) applications to find out the status of application i.e. copy is ready or not, any objection & refund/return application.</p> <p>Receive fresh all CA application from General Public and to check each application and feed/entry particulars of each cases in computer, and also deposit the cash in the evening after preparing the cash statement in cash branch and also make the monthly statement.</p>

INSTRUCTIONS FOR OFFICIALS POSTED IN FILING CENTRE

Filing Centre is also known as Section Writer Branch.

IT DEALS WITH :-

- Filing of fresh cases in respect of three districts :-
CENTRAL, NORTH & WEST at Tis Hazari Courts, Delhi.
- Receiving of files for District Judge at Counter No. 2 of the three Districts (Central, West, and North) such as Civil Suits, HMA Cases, Probate Cases, Regular Civil Appeals, Misc. Civil Appeals, Public Premises Act, Criminal Revision, Criminal Appeal, Execution of Awards, etc.
- Checking the jurisdictions (pecuniary and territorial jurisdiction) of all the cases received at Counter No. 2 at Facilitation Centre.
- Checking the value of Suit, Court Fee, Vakalatnama, Affidavit, Paging and Signature of the applicant on the petition and also report regarding connected cases, pending in the Court, if any.
- Checking the Caveat in all the files received at Counter No. 2 and if any Caveat found, it be attached with the file and making endorsement in the last page of Complaint regarding attaching of Caveat.
- After Checking of files we put stamp of filing at the last page of complaint for filing.
- Give Centralizing filing number to each file after making entry in the computer category wise.
- We also receive caveats and make entry in the manual register and give number to each caveat.
- We also receive transfer applications, guardianship cases, and other misc. applications and documents for District & Sessions Judge, District Judge-II, & District Judge-III and also Succession Petition for Admn. Civil Judge of Central, North & West District.

FILING OF BAIL APPLICATIONS:-

- The Bail Applications are now disposed off by Additional Sessions Judges according to the Police Stations allocated to them. The Bail

Applications are received and thoroughly checked by Dealing Clerks in respect of Court Fee, Jurisdiction and enclosed documents.

- Computerized Cause List is then prepared after sorting of these bail applications Police Station wise. Thereafter, these bail applications are sent to the concerned Courts and copies of the same are also sent to Prosecution Branch. A copy of the computerized Cause List so prepared is displayed on the Central Hall.
- Bail Orders received from all the three Districts i.e Central, North and West are then retyped and copies of these bail orders are attested by Superintendent or official on duty for issuing the same to the litigants or lawyers and Prosecution Branch.
- Kharja of all these bail application is prepared daily on the Cause list of Bail applications and Monthly Bail Report is prepared and sent to the Hon'ble High Court, Delhi.
- Receiving of Monthly Bail Report from Tis Hazari, Karkardooma, Patiala House Court , Rohini Courts , Dwarka Courts and Saket Courts which is ultimately sent to the Hon'ble High Court.
- Preparation of Six Sets (photocopy) of Judicial File in which, accused is awarded sentence for life imprisonment by the Court of Additional Sessions Judge.
- Copies of Judgments/Orders passed by District & Sessions Judge (Central), District Judge-II (North), District Judge- III (West) and Additional Session Judges (Central, West, North) and Additional District Judges (Central, West, North) in which copies are being sent to the lower Courts/Courts concerned after attestation.
- Criminal Cases committed to Sessions Court by Metropolitan Magistrates are received, and put up before concerned District & Sessions Judge (Central), District Judge-II (North), District Judge- III (West) for marking. After making the entries in the computers the same are sent to the Courts concerned.
- Certified copies of the Judgment and order of sentence are supplied to the accused free of cost in the open Court of Additional Sessions Judges of Central, West, and North District in which accused get sentence after attesting by the officials of the Section Writer Branch/Filing Section

INSTRUCTIONS FOR OFFICIALS POSTED IN PURCHASE CELL

The purpose of constituting Purchase Cell is to assist the Centralized Purchase Committee duly constituted by the LD. District & Sessions Judge, Delhi in purchasing different items/articles for the use of all the District Courts Complexes.

This Branch is primarily engaged in :-

1. Purchase of all kind of furniture, stationery articles, consumable & non-consumable articles the use of all District Courts Complexes as well as for the residential office of the Judicial Officers and vehicles for all the Court Complexes.
2. Purchases of various articles under the power of HOD made on the local purchase basis.
3. Awarding of contract of comprehensive/annual maintenance contract of the various equipment/machines (i.e. photocopiers, inverters, R.O, Water Coolers, Air Conditioners, Fax Machine, Furniture articles etc.) installed at the different District Courts Complexes as well as for the residential office of judicial officers.

HOW PURCHASE IS MADE:-

This Branch receives the proposals for the various purchases from the Caretaking Branch, General Branch & Pool Cal Section of all the District Courts Complexes. The matters are then put up before the Purchase Committee, Manual Tender, Limited e-tenders & Open e-tenders are invited. Tenders are uploaded on the website of Delhi Govt., District Courts. The Tender notices are also published in the National Daily Newspapers & in the Indian Trade Journal, Kolkata.

Comparative Statement is prepared according to their technical & financial bids and placed before Purchase Committee. The Purchase Committee after consideration of samples submitted by the firms & Rates, directs to place the order on lowest bidder. The Purchase is however, made in accordance with the rules as framed by the Delhi Government, General Financial Rules, 2005, Central Vigilance Commission Guidelines and circulars issued by the Delhi Government and Central Government time to time in this behalf.

After recommendations of purchase committee, the minutes are placed before Ld. District & Sessions Judge, Delhi for final Approval and accordingly order is placed on the eligible firm as per recommendations.

URGENT ITEMS:-

In urgent matter, sometimes Dasti quotations are obtained from the suppliers directly all around the Delhi & NCR region after market survey.

DGS & D RATE CONTRACT:-

In some cases, the items which are required to purchased, are available on DGS&D Rate Contract. The officials of Purchase Cell collect the rate contract of those items from the DGS & D and place before Purchase Committee.

After examination of the rate contract of all the registered firms, the committee directs to place order for supply of different items on the rates as notified in their rate contract directly on the firm registered with DGS&D.

INSPECTION OF SUPPLY:-

Upon receiving the supply form the respective firm, the inspection of supply is concluded by the member of Purchase Committee authorized by chairman, Purchase Committee. The supply is tallied with the approved sample and accordingly the supply is accepted or rejected.

RELEASE OF PAYMENTS:-

After inspection, payments of the respective suppliers are released on the approval of Ld. District & Sessions Judge, Delhi according to the purchase order and as per rules.

The officials of Purchase Cell visits Delhi Government and other Govt. Department as per direction of Purchase Committee for any inquiry or collection of important circulars/orders.

INSTRUCTIONS FOR OFFICIALS POSTED IN CARE TAKING BRANCH

- **Watch & Ward arrangement in Court Complex :** This Branch is engaged to look after the watch and ward arrangement in the Court complex, we have to look after the deployment, control and supervision of security attendant /Chowkidars regularly. For this purpose, 4 Care Takers and Asstt. Care Taker and one LDC are deployed in all three District Courts (North, West and central)
- **Sanitation in Court Complex:** Above Care Taker with the help of all Safai Karamcharis and Farash posted in this Branch, are also engaged in maintaining the cleanliness in entire Court complex.
- **Maintenance of Court Building:** This branch is also engaged in passing the estimate of Building maintenance i.e. renovation and construction in Court building, one LDC is engaged in such kind of work. He is also entrusted with the making and getting cleared the bills of refreshment and function conducted in this Court Complex from time to time.
- **Purchased & distribution of consumable and non-consumable articles:** This Branches prepares the proposal for the purchase of consumable articles and non consumable articles and distributes among the all Court complex, as well as to the Judicial Officers and staff personal at Tis Hazari Court directly against the requirement and on direction of Presiding Officers. There are three LDCs engaged in this kind of business.
- **Purchase of uniform and issuance:** Purchase and issuance of uniform articles for Group "D" employees also taken care by this Branch. One LDC is always engaged in this respect, such as making proposal, maintaining register, making and getting cleared bill of stitching of uniform articles and taking incidental works. At the time of issue one more LDC or UDC, as the case may be, helps him in this respect.
- **Arrangement of meeting and Function:** This office is engaged in making necessary arrangement for various meetings like arranging the snack, teas and lunch articles as and when required. One or more LDCs or UDCs with the help of number of Group D Employees engaged in such kind of arrangement, according to need of program.

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- **Allocation /receipt of rent of Kiosks:** There are number of Kiosks under the control of this branch, and one LDC has to receipt the rents of such Kiosks holders on the monthly basis. He also maintains the record in this respect. Simultaneously, he also placed order for getting prepared the name/designation plates of the Courts, Branches and getting cleared the bill of same.
 - **Dealing of Bills of electricity and water charges and other kind of bills:** This branch has to pass bill Water and Electricity charge and other kind of AMC bills from time to time. Further, the proposal in this regard has to be made time to time. One LDC/ UDC is engaged in such kind of business.
 - **Complaint related to Civil and Electricity in Court Complex:** One official is engaged in lodging complaints and forward the same to PWD for onward execution or removal through PWD in order to avoid the inconvenience to the Judicial Officers and Staff personals.
 - **Condemnation of articles, Misc. letter etc:** One Clerk is engaged to put forward the file before the Condemnation Board of Furniture Article. He is also liable to dispose of letters assigned by the Supdt. on Misc. matters like;

Supervision of outsource cleaning agency;
 Forwarding the proposal regarding BMC;
 Providing manpower for shifting work;
 Maintenance of inverters provided at residence office of Judicial Officers;
 Horticulture work matters;
 Pest Control Treatment.

INSTRUCTIONS FOR OFFICIALS POSTED IN VIGILANCE BRANCH

The main purpose of the Vigilance Branch is to ensure that Delhi District Courts Establishment (Appointment & Condition of Service) Rules, 2012 and CCS (CCA) Rules, 1965, Conduct Rules, Leave Rules & Administrative Rules are being followed by the officials of this establishment and if any of the official is not adhering to the said rules then ensuring that a proper action is taken against him/her after proper verification/inquiry so that proper working conditions/decorum is maintained in the establishment.

This Branch deals with the following subjects:-

- Receives complaints against the officials of District Courts
- Sending request for holding fact finding inquiries
- To appear before the inquiry officer for collection of documents/evidence
- Issuing charge sheet to delinquent official
- Preparing photo copies of all the relevant documents
- Perusal of the rules particularly CCS(CCA) Rules, 1965, Conduct Rules, Leave Rules & Administrative Rules and having knowledge of these rules.
- Dispatching the Charge Sheet
- Getting Inquiry Officer and Presenting Officer appointed
- Appearing in evidence before the Inquiry Officer
- Receiving final report from the inquiry officer and submitting the same before the disciplinary authority
- Issuing notice for personal hearing to the delinquent official
- Sending information to the delinquent official if he/she is exonerated of the charge
- Dispatching penalty order
- Maintain the Vigilance File
- Receiving service appeal
- Submitting comments of Service Appeal
- Appearing before the Appellate Authority
- Receiving order of the Appellate Authority and getting it implemented
- Receiving notice of the Writ Petitions
- Submitting reply to the Writ Petition
- Appearing before the Hon'ble High Court on administrative side in service appeal filed against penalty orders.
- Preparatory comments of Writ Petition.
- Giving vigilance clearance.

- Appearance before the Departmental Promotion Committee with vigilance record as and when called.
- Receiving notice of the Special Leave Petition/Writ Petitions/Recovery Suit etc.
- Filing of Writ Petitions/Recovery Suit/Eviction Petitions/Recovery of damage charges, etc.
- Getting government counsel appointed.
- Providing services of govt. counsels in terms of requests made by the Judicial Officers/officials of this office when they are made party either before the Hon'ble Supreme Court/High Court/District Courts, etc.
- To obtain para-wise comments from the concerned branches.
- Forwarding of requisite documents/para-wise comments to counsels for preparation of counter affidavit/reply to writ petition.
- Providing the signed counter affidavit after it is signed by concerned officer of branch concerned to the Govt. counsel for filing before the Hon'ble Courts.
- Follow up with the Govt. Counsel and appearing before the Hon'ble Supreme Court/High Court/District Courts/ADM Courts/Consumer Forums, etc. along with the Govt. Counsels.
- Obtaining the orders passed in the cases from Govt. Counsels.
- Sending orders/information to the concerned branches about the orders/directions passed by the Hon'ble Courts.
- Reply to legal notice received U/s 80 C.P.C. after obtaining comments from concerned branches.
- Receiving bills from the Govt. counsel towards professional charges.
- Preparing the bills/sanction order to pay counsel fees.
- Maintaining record of the above.

General Letters (How it works on receipt of any complaint):-

- The PUC is received from the Receipt & Issue Branch, Tis Hazari Court, Delhi.
- The PUC is entered in the Branch Receipt Register and then the same is handed over to the dealing official concerned against signature.
- The Dealing Official concerned put up the PUC with a brief note before the Administrative Officer/Superintendent.
- The Administrative Officer/Superintendent marks the note to the Officer In-charge of the Branch or Ld. District & Sessions Judge, Delhi.
- The order passed by the Officer Incharge of the Branch/Ld. District & Sessions Judge, Delhi is followed accordingly

ISSUING OF CHARGE SHEET :-

- A charge sheet is issued giving brief gist of the misconduct committed by the official.
- After receipt of the reply of the charged official, the same is examined by the disciplinary authority and if necessary, Inquiry Officer and Presenting Officer are appointed.
- The officials of this Branch also appear before the Inquiry Officer for evidence.

SERVICE APPEAL :-

- Service appeal is filed by the delinquent official against the penalty order.
- After receipt of the appeal comments are sent to the appellate authority.

WRIT PETITION :-

- After receipt of the Writ Petition, comments are prepared.

COMPLAINTS :-

It receives all kinds of complaints of Officials of Central District.

- The complaints of Officials is put up with a brief note by the dealing official through the A.O./Supdt. before the Officer In-charge for necessary action.
- A register is maintained to enter the complaints against the officials for record giving complaints number.
- The complaint is examined by the Id. Officer Incharge, Vigilance & Vigilance Committee and compliance is made accordingly.
- In some cases, fact finding inquiry is held to know whether the delinquent is prima facie guilty of the misconduct or not.
- After receipt of the fact finding inquiry report further action is taken as per the nature of misconduct committed by the official and it is decided whether the regular inquiry be initiated under rule 14 (for imposing major penalty) or under rule 16 (for imposing minor penalty) of the CCS (CCA) rules, 1965.

INSTRUCTIONS FOR OFFICIALS POSTED IN JUDICIAL BRANCH

The purpose of Judicial Branch is to look after all the matters governing the service of Judicial Officers.

This Branch primarily deals with :-

- Inspection of Courts of Judicial Officer (DHJS & DJS)
- Security arrangement of Judicial Officers against the threat
- Adverse/representation of ACR of Judicial Officers
- Correspondence regarding appearance before inspecting committee of high Court
- Summoning of Judicial record regarding complaint
- Cases transfer of DHJS & DJS
- Power/bail powers/notifications (all Judicial Officers)
- Detention of Judicial Officers (during vacations)
- Powers of designated/special Courts
- Forwarding of Duty Rosters of MM/Spl. MM to High Court
- Circulation of amendments of high Court rules & orders to Judicial Officers
- Circulation of judgments of Supreme Court & High Court to Judicial Officers
- Circulation of list of holiday(s), Calendars
- Constitution and appointment of various Committees & Officer Incharge of Branches at Tis Hazari Court
- Approval of Criminal cases marked by District Judges cum ASJ I/C of respective District
- Creation/sanction/continuance of the posts of Judicial Officers along with their supportive staff
- Seniority and promotion of Judicial Officers
- Departmental examination of the Officers of Delhi Judicial Service (probationers)
- Providing Public Prosecutors/Addl. Public Prosecutors/ Asstt. Public Prosecutors in Criminal Courts
- Appointment of Special MM
- Monthly disposal statement of DHJS & DJS
- Statement of cases 7 years old & senior citizens

- Monthly, quarterly, half yearly and yearly statement
- Reply of parliament question regarding pendency
- Correspondence in this regard to J/O & High Court
- Earned Leave/ Maternity Leave/ Paternity Leave/ Extra Ordinary Leave/ Half Pay Leave/ Without Pay Leave/ Child Care/Abortion Leave of DHJS & DJS
- transfers / postings of DHJS/ DJS & Special MM
- Personal correspondence of Judicial Officers
- Allotment of Court Rooms
- Successor Court's record
- Circulation of appointment for deputation posts
- Transaction in movable and immovable property of Judicial Officers
- Correspondence regarding returns of assets and liabilities of Judicial Officers
- Issuance of employment certificate, no objection certificate, identity card, republic day celebration, beating retreat & independence day celebration
- Training programme/workshop of Judicial Officers
- Courses/seminar related to Judicial Officers
- Counter signature of advocate's experience certificates
- Correspondence regarding Judicial Officers association of DHJS & DJS
- Correspondence regarding Delhi Legal Service Authority & Delhi Legal Service Committee
- Casual Leave/ Special Sick Leave/ Compensatory Leave/ Short Leave/ Station Leave/ Leave Intimation
- Intimation proceeding for TIP & evidence
- Installation/sanction of new telephone lines, EPBAX/ Fax/ Lease Circuit Line, Pri Line, Data Line to Judicial Officers at residence as well as their offices and Court complexes
- Shifting of telephone connections
- Forwarding of ACR of Judicial Officers
- Preparation & distribution of telephone directory
- Liasoning work with (MTNL) regarding installation/transfer/disconnection of govt. telephone connection
- Issuance of order of reimbursement of private telephone bill installed at the residence of Judicial Officers
- Allotment and cancellation of Govt. accommodation to Judicial Officer and higher Judicial Officer from Judicial pool.
- To forward the applications of Judicial Officers to the PWD to carry out renovation and repair work in their allotted govt. accommodation.

- To forward the applications of Judicial Officers for allotment of govt. Accommodation from general pool from directorate of estate.
- receiving and handing over the daily letters/dak
- Correspondence with the Deputy Commissioner of Police concerned to provide police aid as per request of the Courts.
- The following steps are taken by the Dealing Officials of the Judicial Branch to deal with the PUC (Paper Under Consideration) received in the Branch.
- Receives complaints against Judicial Officers (DHJS & DJS)

GENERAL LETTERS :

- The PUC is received from the Receipt & Issue Branch, Tis Hazari Court, Delhi.
- The PUC is entered in the Branch Receipt Register and then the same is handed over to the dealing official concerned against signature.
- The Dealing Official concerned put up the PUC with a brief note before the Administrative Officer/Superintendent.
- The Administrative Officer/Superintendent marks the note to the Officer In-charge of the Branch or Ld. District & Sessions Judge, Delhi.
- The order passed by the Officer Incharge of the Branch / Ld. District & Sessions Judge, Delhi is followed accordingly.

LEAVE OF JUDICIAL OFFICERS:

- All kinds of leave of Judicial Officers of Central District, all Special Metropolitan Magistrate & the Officers under Training in Delhi Judicial Academy are dealt with by the Judicial Branch.
- The Leave application is put up with a brief note by the dealing official through the A.O./Supdt. before the District Judge -1 & Sessions Judge, Delhi for sanction, who is the leave sanctioning Authority.
- A register is maintained to enter the leave applied for by the Judicial Officers for record after it is sanctioned and copies of the sanction order are sent to the Accounts Branch and others concerned.
- In case of long Leave (i.e. Earned Leave/Medical Leave, Maternity Leave, Paternity Leave, Extra Ordinary Leave, Half Pay Leave, Without Pay leave, Child Care Leave & Abortion Leave) a Notification is issued when a Judicial Officer joins his/her duty after availing said leave.

ALLOTMENT OF FLATS :

- When a flat under Judicial Pool is vacated by any Judicial Officer the same is circulated amongst the Judicial Officers to ask for their willingness for occupation of the same.
- Thereafter a list of willing Officers is prepared as per seniority and the same is put up before Ld. District & Sessions Judge, Delhi for Allotment to the eligible Judicial Officer.
- After allotment of the flat to the Judicial Officer the process of Occupation/Vacation of the flat is followed accordingly.
- Record regarding Government Accommodation of Judicial Officers from Judicial Pool is maintained by the dealing official by making entries in the relevant file pertaining to a particular flat.

INSTRUCTIONS FOR OFFICIALS POSTED IN R & I BRANCH

RECEIPT & ISSUE BRANCH : One of the secrets behind smooth working of Courts is timely receipt and dispatch of correspondence. Staff deputed in Receipt and Issue Branch make all efforts in this direction and deal with the correspondence promptly.

Receipt and Issue Branch is divided into two sub heads i.e. Receipt and Dispatch. Receipt & Issue Branch carry out challenging responsibilities in delivery of urgent/out today, time bound, ordinary communications and never give up.

A. RECEIPT SECTION :

Receipt Section receives only those communications which are addressed to the District & Sessions Judge, Delhi. However the communications related to other Eight Hon'ble District Judges is received by their respective offices. Receipt section is divided into **eight sub sections**.

- **Receipt A Section** deals with all kind of correspondences received from Tis Hazari Courts only.
- **Receipt B Section** received dak from Special MM's of entire Delhi, Beggar Courts, outside dak i.e. By post, communications of Litigants/Complainants, Retired Officers/officials.
- **Receipt C Section** deals the correspondences of Rohini Courts complex.
- **Receipt D Section** deals with dak received from Karkardooma Courts.
- **Receipt E Section** is concerned with dak received from Patiala House Courts.
- **Receipt F Section** is deals with Dwarka Court complex.
- **Leave Receipt Section** deals with correspondences regarding every kind of leaves received from Judges/Officials of the Central District.

- **Delhi High Court Receipt Section** dealt with most immediate/urgent nature of correspondence and LCRs (Lower Court Record) received from Delhi High Court.

B. DISPATCH SECTION:

This section receives communications from all the Courts/branches/offices of this establishment and after making necessary entry in registers, dispatch and deliver them to their desired destinations all over Delhi and outside Delhi, through dak peons/special messengers/by post etc.

Dispatch Section is broadly divided into **four sub-sections**

- **Local Dispatch:** deals with correspondence originated in District Judges office, Branches of Administrations, Judicial, Computer, Vigilance/Litigation, All Officer Incharge/Chairman appointed by Ld. DJ-I & SJ, All Copy Agencies and Record Rooms , Pool Cars, Care taking, Purchase Cell, Hindi Section, Mediation Cell.
- **Local Disptatch - I:** Dealt with Dispatch work of Branches of Accounts/ Cash/ Fine & Audit / General/Library Branch.
- **Delhi High Court dispatch:** Dealt with correspondence addressed to the Registrar General, High Court of Delhi.
- **Dispatch of Circulars:** Deliver Circular, ILR, News Letters to all Judicial Officers of all Court complexes and also officers on deputations

INSTRUCTIONS FOR OFFICIALS POSTED IN GENERAL BRANCH

General Branch is one of the important branches of this office. It is basically constituted to look after the general work of the court. All the outdoor communication is dealt with in this Branch through District & Sessions Judge, Delhi. Matter related to Jails, complaints and inspections etc., are also dealt in this Branch. This Branch may be considered as the spine of District Court as all the stationery is supplied through this Branch in various Courts and Branches.

The detailed tasks of this Branch are as under :-

- Preparation of annual indent for procurement of Stationery Articles for all the District Courts, Delhi (Tis Hazari, Patiala House, Dwarka, Karkardooma, Rohini & Saket District Courts, Delhi/New Delhi).
- Local Purchase of stationery articles from Local market on urgent basis/requirement.
- Preparation of printing indent (summons/notices) for all the District Courts, Delhi (Tis Hazari, Patiala House, Dwarka, Karkardooma, Rohini & Saket District Courts, Delhi/New Delhi).
- Preparation & distribution of Rubber Stamps for District Courts, Delhi.
- Distribution of Stationery Articles/Summon/Notices to all the General Branches of each District Court for onward distribution in their District Courts.
- Maintaining of Stock Registers & billing of the same.
- Obtaining Administrative Approval & Expenditure Sanctions from Government of NCT of Delhi for purchase of various articles for the use of District Courts, Delhi.
- Maintenance of photocopiers/fax machines/duplicating machines installed in District Courts, Delhi and dealing with their complaints.
- Proposal for procurement of new photocopier machines for District Courts, Delhi.
- Dealing with matters relating to 12 jails in Delhi. (Judicial appraisal/Jail Inspections/Jail Complaints/Sentence Reviewing Board Meetings etc).

- Dealing with work assigned to BMC of Tis Hazari Courts, Delhi & maintaining the record of BMC of each District Court, Delhi.
- Dealing with rules of allotment of chambers to advocates.
- Dealing with Security and Safety Committee of Tis Hazari and all District Courts Delhi.
- Dealing with Welfare Committee, De-stress Committee, Monitoring Committee and Core Group Committee of Tis Hazari Courts, Delhi.
- Dealing with matter relating to Canteen at Tis Hazari Courts, Delhi.
- Dealing with preparation of name plates/uniforms for Group-D employees of District Courts, Delhi.
- Dealing with matters/orders received from Hon'ble High Court of Delhi, New Delhi & Hon'ble Supreme Court of India. (Record Letters/orders to concerned Courts & files & records to Hon'ble High Court of Delhi, New Delhi).
- Maintenance of Successor Court records.
- Conformation of orders from Hon'ble High Court of Delhi, New Delhi & Hon'ble Supreme Court of India.
- Dealing with Environment Committee of Tis Hazari Courts, Delhi.
- Dealing with meeting of Copying Agency (monthly pendency report from each Court complex/cash statements/monthly revenue collection statement from all the copying agencies).
- Dealing with permission to Judicial Officers and Staff for appearance as a witness in outside Courts.
- Dealing with General Complaints of public addressed to Ld District & Sessions Judge, Delhi.
- Issuance of No dues certificates to Court staff of all the District Courts, Delhi.
- Issuance of Calculators/Typewriters in District Courts, Delhi.
- Maintenance of all the records/circulars of District Courts, Delhi.

INSTRUCTIONS FOR OFFICIALS POSTED IN ADMN. BRANCH

**WORK PORTFOLIO ASSIGNED TO DEALING OFFICIALS POSTED IN
ADMINISTRATION BRANCH-I, II & III**

DEALING OFFICIAL: PERSONAL FILE :-

- A.** Forwarding of applications of officials for appointment to different posts in other/same Govt. departments either on deputation basis/direct open competition.
- B.** Process the matter of resignation/technical resignation & lien from this office consequent upon selection to other posts in other departments.
- C.** Granting extension of lien/deputation term to the officials working in other departments.
- D.** Order regarding taken on strength of newly appointed LDCs and those officials who repatriate to this department from other department and officials who are reinstated in service.
- E.** Addition of spouse name/higher qualification & change of address in personal files of the officials.
- F.** Permission to further/higher studies.
- G.** Granting permission/intimation for obtaining loan or on acquiring movable/immovable property.
- H.** Forwarding of applications of the officials to the Directorate of Estate, N. Delhi for allotment/regularization of Govt. accommodation.
- I.** Granting permission for becoming member of co-operative society.
- J.** Issuance of service/No objection Certificate to the officials.
- K.** Sending joining/relieving reports of the officials to the Accounts Branch on joining service.
- L.** Data updation and record keeping of personal files & other relevant records.
- M.** Appearing before the Inquiry Officer in Departmental Enquiry against the delinquent officials.

- N. All the above matters are placed before the Ld. Administrative Judge except matter of resignation/deputation & extension of lien which are being placed before the Ld. Officer In-charge (Admn.II)

DEALING OFFICIAL: TRANSFER & POSTING :-

- A. Placing the request letters of the officers/officials before the Ld. Officer In-charge (Admn.II) for inter or intra-district transfers. And issuance of Transfer orders of the officials after approval of the Ld. D.J., Delhi.
- B. Circulation/notifications/advertisements of posts vacant in other departments on deputation basis.
- C. Circulation of notifications/advertisements of training programs organized by the Directorate of Training, UTCS, Delhi for imparting training to the officials of this establishment and forwarding their nominations to the said department.
- D. To provide staff in Mega Lok Adalat at Tis Hazari Courts, Delhi.
- E. Show Cause Notices are issued to the erring officials who do not comply the transfer orders.
- F. Updation of data of posting and transfer of all the officials in all the districts.
- G. Whereabouts of staff/officials of this establishment in all districts.
- H. Appearing before the Inquiry Officer in Departmental Inquiry against the delinquent officials.
- I. The matter of Transfer posting is being placed before the Ld. Officer In-charge (Admn.).

DEALING OFFICIALS: LEAVE:-

- A. Sanctioning of all kinds of leave like EL, ML, EOL, CL, compensatory leave, paternity leave, maternity leave, child care leave to the officials in Central District.
- B. To maintain the record of Casual and compensatory leave of officials in Central Distt.
- C. Processing absentee matters of officials working in Central District on receipt of absentee report from the Ld. POs or Supdt./In-charges in the Branches.

- D.** To attend & depose in the inquires of officials/delinquents before the Courts/Inquiry Officers.
- E.** The matter regarding sanctioning etc of the officials are being placed before the Ld. Officer In-charge (Leave).

DEALING OFFICIALS: SENIORITY & PROMOTION:-

- A.** Maintaining/updation of the Reservation Roster of seniority-cum-promotion of LDCs/UDCs/Assistants/Sr. Assistant working in this establishment.
- B.** Placing promotion/MACP matters of the officials before the Ld. Departmental Promotion committee on routine basis or when the vacancies arise.

DEALING OFFICIAL: MISC. :-

- A.** Placing complaints of the officials before the Ld. Officer In-charge (Admn.II) and issuing memorandums to the erring officials.
- B.** To send reply of applications whereby information has been sought under RTI Act, 2005.
- C.** Appearing before the Inquiry Officer in Departmental Enquiry against the delinquent officials in different District Courts of Delhi.
- D.** Placing the matter before the Ld. Suspension Review Committee to review suspension or subsistence allowance to suspended officials. To issue suspension and its revocation order after getting approval of the competent authority.
- E.** To prepare & send parawise comments/brief facts to the Litigation Branch on receipt of Writ Petition (C) filed in the Hon'ble High Court of Delhi, N. Delhi by the officials of this office in service matters. To appear before the Appellate Authority alongwith office record when officials prefer service appeal in the Hon'ble High Court of Delhi, N. Delhi.
- F.** Deals with in obtaining prosecution sanction against the court staff under section 197 CRPC.
- G.** To put up request of the physical disabled officials to grant them benefit under permanent disability quota etc.
- H.** To process the matter of granting caretaking allowance to the Group D and C staff.

- I. To put up requests of the officials to grant them Past service benefits under Rule 26(2) of CCS (pension) rules, 1972.

DEALING OFFICIAL: RTI/Diary :-

- A. Application under RTI Act of applications are being received through the PIO, Admn.I, THC, Delhi and disposed of, accordingly after procurement of information of the concerned dealing officials.
- B. Letters & other applications are entered in a separate register after being received from R&I Branch (Central) for its further transmission & acknowledgment to the Dealing officials in Admn.II & III.

DEALING OFFICIAL: RECRUITMENT/APPOINTMENT SEAT :-

To deal with matters regarding initiating process of Recruitment for the post of LDC and its panel when the posts fall vacant due to resignation, dismissal or on receipt of fresh sanction & promotions. To send parawise comments/brief facts to the Litigation Branch when a Writ Petition (C) is filed in the Hon'ble High Court of Delhi, New Delhi. To furnish reply of information sought under RTI Act, 2005 to the PIO in relation to Recruitment Process. To deal with the matter/representation of the candidates who apply for the post of LDC. To issue offer of appointment/Appointment letters to the selected candidates. To issue letters to the authorities who conduct medical verification and character & antecedent of the selected candidates. To depute officials temporarily & on day to day basis from the Pool to the Courts and Branches as per their requirement and availability of officials in the Pool. Placing request of the dependent family members of deceased Govt./Court officials for grant of compassionate appointment on the post of LDC. To put up matter before the DPC regarding confirmation of Probation period of newly appointed LDCs after the specified period.

DEALING OFFICIAL: SENIORITY & PROMOTION (UDC to Senior Assistant):-

- A. To deal with the Departmental Promotion Committee (DPC) with regard to seniority and promotions of UDCs/Reader, Assistants/Reader & Sr. Assistants/Reader.
- B. To deal with the matters pertaining to the litigation with regard to Seniority & promotions of above said cadres.
- C. To appear before the Appellate Authority at the Hon'ble High Court of Delhi, N. Delhi in connection with service appeal.
- D. To forward the name of Sr. Assistants/Readers to the Hon'ble High Court of Delhi, N Delhi for appointment to the post of Superintendent.
- E. To deal with the DPC with regard to grant the non-functional pay

scale to the Sr. Readers.

- F.** To maintain the Seniority Lists (data) of UDCs/Reader, Assistants/Reader & Sr. Assistants/Reader in the computer.
- G.** To deal with RTI applications received with regard to the matters of Seniority and promotions.
- H.** To deal with & put up the representations moved by the officials with regard to the matters of Seniority and promotions of the above said three cadres.
- I.** To deal with the matters pertaining to the ACP/MACP.

DEALING OFFICIAL: SENIORITY & PROMOTION (LDC):-

- A.** To deal with the Departmental Promotion Committee (DPC) with regard to seniority and promotions of LDCs/Ahlmads/Assistant Ahlmads.
- B.** To deal with the matters pertaining to the litigation with regard to Seniority & promotions of above said cadre.
- C.** To appear before the Appellate Authority at the Hon'ble High Court of Delhi, N. Delhi in connection with service appeal.
- D.** To maintain the Seniority Lists (data) of LDCs/Ahlmads/Assistant Ahlmads in the computer.
- E.** To deal with RTI applications received with regard to the matters of Seniority and promotions.
- F.** To deal with & put up the representations moved by the officials with regard to the matters of Seniority and promotions of the above said cadre.
- G.** To deal with the cases of confirmation in service of LDCs/Ahlmads/Assistant Ahlmads.

Note:-

In Admn. III Branch, the matter of MACP, complaints or suspension review of officials is being carried out by Posting & Transfer Seat.

INSTRUCTIONS FOR OFFICIALS POSTED IN ACCOUNTS BRANCH

The District & Sessions Judge is delegated with the power of Head of the Department and an Additional District & Sessions Judge is delegated with the power of Head of the Office/Drawing and Disbursing Officer. Head of Office is assisted by the Sr. Accounts Officer, two Accounts Officer along with four Assistant Accounts Officer.

The Accounts Department of Central District has divided into four wings. One wing is looking after **Pay Bills and Income tax**.

The Second wing is looking after **service books, pay fixation leave accounts and medical bills**. The third wing is looking after **LTC, TA, Long Term Advances, Service Books** (IV Class) and **Contingency bills including reimbursement of electricity, water, telephone and newspaper bills** etc. The fourth wing is looking after **Budget, General Provident Fund and Pension** etc.

There is separate Cash and Fine/Audit Branch, which takes care of the work of audit, collection of fine, refund of fine, road and diet money etc.

PAY :-

The pay includes standard of pay scales as per Pay Commission. Fixation is done on the basis of pre-revised scale and annual increment in pay is drawn as a matter of course from the 1st day of July every year @ 3% of the Pay Band + Grade Pay. The income tax is calculated on the basis of the salary of the official.

SERVICE BOOK :-

The Service Book will be opened from the date of the first appointment in the prescribed form as per SRs 196 and 197. Every step in official's career should be recorded and each entry attested by Head of Office. The details of the some entries are increment, suspension, reduction to a lower post, technical resignation, GPF account number, certificate of service verification, Foreign service, Date of birth, permanent address, Home town address, Family details, Nomination of forms and maintenance of leave account etc.

MEDICAL:-

The employees, who have opted for Delhi Health Scheme and their family members are entitled to reimbursement for medical attendance and treatment. Where both are government servants, either of them may prefer for self and eligible member of their family according to his/her status. The recognized hospitals for general treatment are as under: -

- A.** All State Government hospitals, including those maintained by Municipal Committees and District Boards;
- B.** All hospitals, primary health centre and dispensaries recognized by State Governments for treatment of their employees and/or members of their families;
- C.** All hospitals/dispensaries attached to Public Sector undertakings/Projects/Post Trusts;
- D.** All maternity and child welfare centre with facilities for indoor treatment and recognized by State Governments;
- E.** All hospital recognized by the State Government/CGHS Rules/C.S. (M.A.) Rules.
- F.** All hospitals fully funded by the Central Government or State Government.
- G.** The separate claim is to be preferred for each spell of illness on filing of essential certificate and original bills duly attested by the Authorized Medical Attendants (AMA) in the prescribed form as per C.S. (M.A.) Rules.
- H.** The medicines which are not available in the hospitals and dispensaries are to be purchased from any licensed chemist/druggist under proper bill(s). Purchase of Ayurvedic/Siddha/Unani medicine can be made only from approved pharmacies.
- I.** The Controlling authorities should ensure that the prices charged and reimbursed are in accordance with the Drugs Price Control Order issued from time to time i.e., as indicated in the labels, cartons, etc.
- J.** The claim for reimbursement should be received within three (3) months. However, subject to certain conditions, the Department may condone the delay beyond three (3) months.
- K.** Application for advance should be accompanied by necessary certificate from the Medical Officer/Specialist indicating the duration of treatment and the anticipated cost thereof, under the rules. Rs.10,000/- or the amount recommended by the Specialist whichever

is less, where the duration of treatment is 3 months, can be sanctioned. Advance paid directly to the hospital, the employee should submit the adjustment bill for final settlement **within one month from the date of his discharge from hospital.**

LEAVE TRAVEL CONCESSION / TRAVELLING ALLOWANCE:-

- A.** Any employee with one year of continuous of service on the date of journey performed by him/his family is eligible. When both the husband and wife are Government servant only one can claim the LTC as per his/her entitlement. Concession can be availed for self and family separately on different occasions, even in different calendar years of the same block. LTC can be availed of during any leave including study leave, casual leave, special casual leave and earned leave. Then the official is entitled for encashment of Earned Leaves for ten days. Where both husband and wife are Government servants, encashment of leave will continue to be available to both, subject to maximum limit of 60 days to each of them in whole service.
- B.** If there is misuse of LTC disciplinary action will be taken and if found guilty the claim will be withheld and disallowed, next to sets - i.e. one to home town and one to any place in India will be forfeited. The Competent Authority may also disallowed even more than two sets in addition and any penalty under disciplinary rules.

LEAVE :-

- A.** Leave can not be claimed as a matter of right. The Leave Sanctioning Authority may refuse or revoke leave of any kind, but can not alter the kind of leave due and applied for. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and at the discretion of the authority who granted the leave. Leave sanctioning Authority may commute retrospectively periods of absence without leave into extraordinary leave. No leave of any kind can be granted for a continuous period exceeding five years except with the sanction of the President.

EARNED LEAVE:-

- A.** A Government servant is entitled to 15 days earned leaves for each half year i.e. January to June and July to December. This is credited in advance on 1st of January and 1st of July each year. In case of

fresh appointment E.L. will be credited @ 2 ½ days for each completed calendar month of service.

HALF PAY LEAVE:-

- A. Half Pay Leave (HPL) is allowed 20 days an year and credited in advance half yearly @ 10 days on 1st of January and 10 days on 1st of July. For the period of HPL leave salary will be 50% of the last pay drawn.

COMMUTED LEAVE:-

- A. Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate.
- B. Commuted leave can be taken without medical certificate.
- C. Up to a maximum of 90 days in the entire service if utilized for an approved course of study certified to be in public interest.
- D. Up to a maximum of 60 days by a female Government servant if it is in continuation of maternity leave.
- E. Up to a maximum of 60 days by a female Government servant with less than two living children if she adopts a childless than one year old.
- F. Commuted leave may be granted at the request of the Government servant even when earned leave is available. It can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the Government servant returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement. During the commuted leave, leave salary is admissible as in the case of Earned Leave.

LEAVE NOT DUE:-

- A. Leave not due is not earned separately and hence not accounted for separately. When HPL is not at credit Leave Not Due is allowed and debited to HPL account for adjustment against future earning of HPL. Leave not due is granted only on medical certificate. For female employees, LND is allowed without MC(i) in continuation of maternity leave and (ii) child adoption leave, subject to certain restrictions. 360 days during the entire service.

EXTRAORDINARY LEAVE (EOL):-

A. EOL is granted to Government servant (a) when no other leave is admissible (b) when other leave is admissible, but the Government servant applies in writing for extraordinary leave. EOL can be availed either on MC or without MC. There is no maximum limit for permanent employees except the overall limit of 5 years for all kinds of leave together. During EOL, no leave salary is payable. (However, HRA is admissible for the first 180 days of all kinds of leave, including EOL and subject to production of prescribed certificate.

INSTRUCTIONS FOR OFFICIALS POSTED IN LIBRARY

Library in Delhi District Courts has been established to provide Law Books, Bare Acts and Law Journals to Judicial Officers so that they acquaint themselves with the latest proviso, which helps them in disposing the cases in accordance to the latest amendments.

WORKING OF LIBRARY STAFF :

- Distribution of new law books, bare acts of residential library and Court library to judicial officers and to District Courts, Patiala House, Karkardooma, Rohini, Dwarka and Saket.
- Distribution of law journals to judicial officers in permanent Court library and to District Courts, Patiala House, Karkardoom, Rohini, Dwarka & Saket.
- Issue and return of law books, bare acts, law journals and general books, etc. on loan basis and to District Courts, Patiala House, Karkardoom, Rohini, Dwarka and Saket.
- Preparation of reminders for books issued on loan basis.
- Purchase of law books, bare acts, Swamy's books, law books and general books, etc. for District Courts, Patiala House, Karkardoom, Rohini, Dwarka and Saket.
- Accessioning of law books, bare acts, Swamy's books, law books and general books, etc. in accession register.
- Receiving of bills of Law Books, Bare Acts, Swamy's Books, General Books, etc. and to release payment of such books, as per rules.
- Preparation of binding list for binding of law books and law journals.
- Accessioning of binding of law books and law journals after binding.
- Data entry in the library software COMTEK.
- Searching of judgments in the law software.
- Handling and maintaining of files.

- Issuance of Newspapers to District Judge (Central, North & West) and Mediation Cell, Tis Hazari Courts, Delhi.
- Newspapers cutting and clipping.
- Issue and return of books from permanent Court library of Courts and abolished Courts.
- Bar coding of Library Books.
- Issuance of no dues certificate of the Judicial Officers, Court Staff and branches.
- Yearly updation of law software such as AIR Supreme Court, High Courts and Criminal Law Journal Software for Judicial Officers and yearly updation of Supreme Court Cases online full text CD-ROM for District Courts Libraries, Delhi.

INSTRUCTIONS FOR OFFICIALS POSTED IN COMPUTER BRANCH

Computer Branch Deals with the following subjects :

- Biometric Attendance System & Digitization of old Records. Maintenance of RACK Servers, Developing Website for Delhi Courts.
- Uploading of Judgments/Daily Orders/Cause List Maintenance of RACK Server, helping NIC Official in developing Software.
- To look after the work of LAN Networking and AMC of LAN Networking of all District Court Complexes & AMC of Traffic Courts Computers.
- To look after the work relating to finance with concern to Computerization, Sanctions, Provisions, Indents, all purchase through NICS as well as through open market.
- To look after the work relating to Maintenance and Complaints related to hardware/software of computer systems, DVD writers, and all computer related peripherals during their warranty period as well as during AMC period. All the complaints and maintenance related to Hardware/Software of the computer systems provided at the residential offices of Judicial Officers during the warranty and AMC period. Installation and maintenance related complaints of Broadband and lease line connection installed at District Courts and also at residential offices of Judicial Officers. Laptops (provided to Judicial Officers either by E-Committee or provided by office and HP-1022 Printers), related problems and installation of the same & making payments of the bills regarding AMC are also taken care.
- To look after the work relating to Mobile Phone instruments and connections provided to the Judicial Officers, installation of CCTV & Digital Signature Certificates, Video Conferencing etc.
- Looking after the work relating to computer store along with AMC/ARC of various computers peripherals for District Court.
- To look after the work relating to receiving and dispatch of Dak of Computer Branch & keeping records of Leave register of the computer

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branch staff, and keeping records of all minutes (copies) and distribution of minutes to the concerned official and other miscellaneous work.

- To look after the work relating to record of all the complaints of District Court forwarding of the same to the concerned trouble shooters & Engineers and status record of all the complaints also forwarding complaints to the companies dealing with AMC and warranty as remarks given by the trouble shooter & taking all the follow up action of the pending complaints.
- To look after the work relating to preparing reports of Cause list, Daily orders & Judgments.

INSTRUCTIONS FOR OFFICIALS POSTED IN MEDIATION CENTRE

WHAT IS MEDIATION?

Mediation is an attempt at resolving a dispute by settlement with the assistance of a Mediator who is a neutral third party. The mediator may be :

- A Judicial Officer (retired or sitting judge)
- An Advocate
- An otherwise trained professional

When a Judicial Officer, Advocate acts as a mediator in a case, their services are available free of cost and without any other charges on any of the parties.

WHAT DOES A MEDIATOR DO?

A mediator assists the parties in arriving at an amicable solution through negotiation. He facilitates the parties in reaching a mutually acceptable agreement. The parties need not agree to the terms of settlement, if they are not satisfied. Judges and arbitrators make decisions that are imposed on parties but a mediator helps the parties to evaluate the probable outcome of a dispute and then leads them to an acceptable settlement.

WHAT HAPPENS IN A MEDIATION SESSION?

A mediator meets both the parties in a joint and independent mediation sessions. The initial meeting provides for:

- An introduction to the participants and the mediation process.
- An opportunity to discuss issues affecting settlement that are important for the mediator to know.
- An opportunity to determine what information would be helpful for the mediator to have at or in advance of the mediation.

The joint session provides an opportunity for each participant, either directly or through counsel, to express their view of the case to the other participants and how they would like to approach settlement. The opening statements are intended to begin the settlement process, not to be adversarial or a restatement of positions.

MEDIATION PROCEDURE:-

Formal procedures as in a Court or arbitration are completely absent in mediation proceedings. Both parties and their advocates participate freely without any set procedures or any rules of evidence. The absence of formality provides for an open discussion of the issues and allows a free interchange of ideas making it easier for the parties to determine their interest and fashion a solution accordingly. A mediator may, if necessary, meet the disputing parties individually and in private. Such meetings are completely confidential and are intended to understand the needs of each participant and what prevents him or her from reaching a settlement. In these private meetings, the mediator often assists parties to prioritize their interest and options for settlement and to assess the relative strengths and weaknesses of their positions.

Once a settlement is reached, the mediator records it, with the signatures of the parties.

HOW IS THE MEDIATOR ASSIGNED TO A CASE?

Since mediation is presently being encouraged only in regard to disputes pending in a Court, the concerned Court refers the matter to Mediation Centre. The judge Incharge, Mediation decides as to who should be nominated as a mediator for a particular dispute.

Key Points About the Mediation Process

- All mediation proceedings are confidential. Documents generated for the mediation are also confidential and may not be introduced during a subsequent trial should the case not settle.
- Counsel and parties with settlement authority must attend mediation sessions. Certain exceptions may be granted for institutional parties or if a party is a unit of government.

- Unless the presiding judge indicates otherwise, referral of a case to mediation does not stay other proceedings in the case or alter applicable litigation deadlines. On the expiry of ninety days from the date fixed for the first appearance of the parties before the Mediator, the Mediation shall stand terminated, unless the court, which referred the matter, either Suo Moto, or upon request by any of the parties and upon hearing all the parties, is of the view that extension of time is necessary or may be useful; but such extension shall not be beyond a further period of 30 days.

WHO PROTECTS THE INTEGRITY OF THE MEDIATION SYSTEM?

Information about the mediation is confidential and may not be disclosed to the Judge hearing the case. The parties in the pending litigation cannot also use the information. The High Court has framed Mediation Rules, which can be made available on request.

WHAT ARE THE BENEFITS OF MEDIATION FOR LITIGANTS?

(i) Procedures more satisfying results

- Helps settle all or part of the dispute much sooner than regular trial.
- Permits a mutually acceptable solution that a Court would not have the power to order.
- Saves time and money
- Preserve ongoing business or personal relationships
- Increases satisfaction and thus results in a greater likelihood of a lasting resolution.

(ii) Allows more flexibility, control and participation

- Tailors the procedures used to seek a resolution
- Broadens the interests taken into consideration
- Fashions a business-driven or other creative solution that may not be available from the Court
- Protects confidentiality
- Eliminates the risks of litigation

(iii) Enables a better understanding of the case

- Provides an opportunity for clients to communicate their views directly and informally
- Helps parties get to the core of the case and identify the disputed issues.
- Helps parties agree to exchange key information directly. (iv) Improves case management
- Narrows the issues in dispute and identifies areas of agreement and disagreement.

(v) **Reduces hostility**

- Improves the quality and tone of communication between parties.
- Decreases hostility between clients and lawyers.
- Reduces the risk that parties will give up on settlement efforts.

HOW TO INITIATE MEDIATION?

Where both the parties agree in a pending case to try to get their dispute settled through Mediation, the Court will record the same and send the file to Mediation Centre. Four Mediation Centers are already functional at Tis Hazari, Karkardooma, Rohini & Dwarka.

For details one can contact Mediation Centre at Tis Hazari on telephone No. 23961909.

INSTRUCTIONS FOR OFFICIALS POSTED IN LITIGATION BRANCH

The main purpose of constituting Litigation Branch is to watch/defend the stand of Office of District & Sessions Judge, Delhi in Cases filed against the Office before the Hon'ble Supreme Court of India, Hon'ble High Court of Delhi, District Courts and other different Forums i.e. Consumer Forums, Court of ADMs, State Commissions & Court of Income Tax Commissioner etc.

This Branch deals with the following subjects:-

- 1 Receives fresh cases filed before Hon'ble Supreme Court of India, Hon'ble High Court of Delhi, District Courts and other different Forums against the department.
- 2 Noting/Drafting,
- 3 Sending the copy of writ petitions to concerned branches calling for the parawise comments
- 4 Appointment of Government Counsels.
- 5 Giving Briefing of Cases to Government Counsel
- 6 Forwarding of the parawise comments received from concerned branches to the Government Counsels for preparation of reply.
- 7 Appearing with Govt. Counsels before the Hon'ble Supreme Court of India, Hon'ble High Court of Delhi, District Courts, State Commission, Consumers Courts, Court of ADM/SDM, Before the Court of Income Tax Commissioner etc on each and every date of hearing in the cases.
- 8 After receipt of reply prepared by Ld. Counsel sending the same to concerned branch for verification of facts and signature
- 9 Follow up of cases
- 10 To get the annexures prepared required to be filed in the reply.
- 11 After it is signed by concerned branch, to send the reply to Ld. Counsel for filing of the reply before the Hon'ble Court in a time bound manner.
- 12 Obtaining of order sheets and sending them to concerned branches for information/necessary compliance.
- 13 Maintenance of records (Pending / OLD)
- 14 Receipt & Despatch of Dak etc.
- 15 Preparation of bills/ Professional charges to Govt. Counsel

INSTRUCTIONS FOR OFFICIALS POSTED IN DISASTER MANAGEMENT CELL

The main purpose of constituting of Disaster Management Cell is to assist the Disaster Management Committee (DMC) which was formed in pursuance to Disaster Management Act-2005, irrespective of the fact of Constituting Disaster Management Committee on District Level. The Disaster Management Committee was Constituted on 20.12.2010. The main purpose of its constitution is to make possible measures against the possible threats which are as under:-

- a Earthquake
- b Flood
- c Fire
- d Stampede
- e Environmental Pollution/Disaster
- f Terrorist Attack
- g Hostage Situation, etc.

Functions :

- 1 To prepare notes in respect of the certain issues involving above threats and correspondence thereto as envisaged in the minutes of meetings of Disaster Management Committee and to ensure compliance thereof accordingly.
- 2 To prepare and put up the Agenda consisting certain issues regarding the afore said threats for propoundation in the Disaster Management Committee.
- 3 To attend the meetings at the scheduled time and venue.
- 4 To assist the aforesaid committee in respect of aforesaid issues or the other issues to be deliberated in the committee.
- 5 To ensure the compliance of the deliberations and recommendations thereof in respect of above issues.
- 6 To coordinate with the several Agencies as directed by the aforesaid Committee vide its recommendations.
- 7 To make the correspondence/reciprocation with the agencies involving in the aforesaid issues for the compliance of the recommendations of the aforesaid committee.
- 8 To accompany with the members and Chairperson of the aforesaid committee to visit and see the court complex for security measures and threats.
- 9 To maintain all the records pertaining to this committee which was exclusively constituted under the Disaster Management Act-2005

➤ Following actions are currently required to be taken:

- a Building & Electricity Plan
- b Fire fighting system
- c Traffic Plan
- d Security/Man Made Disaster

➤ The following agenda is to be put up before the aforesaid committee in the next meeting for consideration:

- a Compliance report from AE(Electrical)PWD regarding submission of estimates for water installation of water based sprinkler system, Intelligent Traceable Fire Detectin System and Emergency lights and also for replacing wire mesh of Fire Hydrant Doors ;
- b Detailed report regarding adequacy of medical facilities from CMO, Govt Dispensary in Tis Hazari Court
- c Fresh report from DCP(North) regarding non posting of adequate number of police officials in court complex.

· INSIGHT INTO CONDUCT AND SERVICE RULES GOVERNING COURT STAFF

Every government employee is governed by Central Civil Services Conduct Rules and Central Civil Services Classification Control and Appeal Rules. The Rules and the Government of India Decision pertaining to these rules have been compiled and provided by Authors Muthuswami and Bindra in Swami's Compilation. The important Conduct Rules are provided herein below:-

CCS (Conduct) Rules 1964

Rule 2 (b)- Government Servant is person appointed by Government to any Civil Service or to affairs of the Union.

Rule 2(c)- Members of family includes wife or husband of the government servant except those separated by order of Court. Also son or daughter or step son or step daughter of the government servant dependent upon him. It also includes any other person related by blood or marriage to the government servant and dependent upon him

Rule 3(1) - Requires every government servant to maintain absolute integrity, devotion to duty and do nothing which is unbecoming of government servant.

Rule 3(2) - Requires every government servant to perform his official duty conferred upon him. The direction of Superior Official should be in writing but where acting on oral directions become unavoidable, the superior shall confirm the same immediately thereafter in writing.

Rule 3(A) - Requires a government servant to be prompt and Courteous.

Rule 3(B) - Requires a government servant to observe the government policies regarding age of marriage, protection of environment / wild life / cultural heritage / prevention of crime against women.

Rule 3(C)- Requires government servant to prohibit from sexual harassment of working women.

Rule 4. This rule requires that no government servant shall use his position or influence the same to secure employment of any manner of his family.

Rule 5. Prohibits a government servant from taking part in politics and in elections. It also requires such government servant to prevent any member of his family from indulging into such activity. It also prohibits a government servant from any kind of canvassing. However, the right to vote of the government servant is not affected by this rule.

Rule 6. It requires that no government servant shall join an association of which the objectives or activities are pre Judicial to the interest of the integrity of India / public order / morality.

Rule 7. It prohibits a government servant from any kind of participation in any demonstration or strike.

Rule 8. It requires a government to refrain from making any connections with press or other media, however a government while publishing a book or participating in public media shall make it clear that the views expressed by him are his own.

Rule 9. It requires a government servant practice prohibition of criticism of government by way of any radio broadcast, telecast or by way of any document or public utterance.

Rule 10. A government servant having previous sanction of the government may give evidence in connection with any enquiry conducted by any person, committee or authority, however, this rule does not apply to evidence given in an enquiry before authority appointed by government, parliament or state legislature or evidence given in any Judicial enquiry or departmental enquiries.

Rule 11. This requires every government servant to communicate information to a person as per the Right to Information Act 2005.

Rule 12. It requires that no government servant shall except with previous sanction of prescribed authority, asked for, or accept contribution for raising of any funds or other collection whether in cash or in kind.

Rule 13. It prohibits a government servant and his family members or representative from accepting any gift which inclusive of free transport, boarding, lodging or other service or any other pecuniary advantage provided by any person other than near relative or personal friend having no official dealing with the government servant. A casual meal, lift or other social hospitality is not a gift. A government servant is bound to avoid accepting lavish hospitality from any person having official dealings with him.

Rule 13 (2). It states that on weddings, anniversaries, funerals or religious functions where making of gift is as per prevailing religious and social practice, a government servant may accept gifts from his near relatives or from his personal friends having no official dealing with him. A report is to be made to the government if the value of gifts exceeds Rs.7000/-, Rs.4000/-, Rs.2000/- and Rs.1000/- in the case of

government servant holding group A , group B , Group C and Group D post respectively.

Rule 13 (3). It requires a government servant to not accept any gift without government sanction if the value exceeds Rs.1500/- for group A or B Post and Rs.500 for group C or D Post.

Rule 14. Prescribed that no government servant shall without permission of the government appear in public demonstrations held in the owner of such government servant.

Rule 15. It prohibits a government servant from engaging in any private trade or employment. However rule 15 (2) (a to e) empowers the government servant undertake honorary work of social or charitable nature, undertake occasional work of literary, artistic or scientific character, participating in sports activities as an amateur, take part in registration, promotion or management (Except elective office post) of a literary, scientific or charitable society/club/organization.

Rule 15 (A). Debars a government servant from subletting and vacation of government accommodation .

Rule 16. prohibits investment, lending and borrowing except occasional investment made through stock brokers or other authorized and licensed persons. The family members of such government servant shall also not make any investment which is likely to embarrass or influence him in discharge of his official duties. The borrowing and lending of money is also prohibited.

Rule 17. It prescribes that no government shall become insolvent or be in habitual indebtedness.

Rule 18 (1). Requires every government servant to, on his first appointment, submit a return of his assets and liabilities in prescribed form giving full particulars regarding the immovable property inherited by him, or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any members of his family or other person.

Rule 19. It prohibits a government to have recourse to any Court or to the press, except with previous sanction from the government for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character.

Rule 21. It prohibits a government servant to marry a person who has living spouse and vice versa unless such marriage is permissible under Personal Law of such government servant or the other party to the marriage.

Rule 22. Requires a government servant to abide by any law relating to intoxicating drinks or drugs. It prohibits a government servant to be under influence of any intoxicating drink or drug during the course of his

duty and also to take due care that the performance of the duties is not affected in any way by such drink or drug. The rule prohibits such person to consume any intoxicating drink or drug in a public place or from appearing in a public place in state of intoxication. It also prohibits drug abuse.

Rule 22 (a). Requires prohibition of employment of children below 14 years of age.

CCS /CCA Rules 1965

These rules pertain to office discipline, disciplinary proceedings, suspension and reinstatement. They apply to all Groups A to D Central Civil Post. In totality 35 Rules are consisting of 9 Parts & 5 Schedules. Chapter 2, 3 & 4 pertain to rules and office orders pertaining to suspension. Chapter 5 & 6 pertains to rules regarding reinstatement. Chapter 7 pertains to unauthorized absence. Chapter 8 pertains to the departmental enquiry Act. Chapter 9 pertains to proceedings after retirement. Chapter 10 is related with disciplinary proceedings. Chapter 11 provides for procedure for conducting enquiry. Chapter 12 deals with instructions of Enquiry Officers. Chapter 13 deals instructions of Presenting Officer. Chapter 14 deals with instruction for Defence Assistance. Chapter 15 deals with orders regarding grant of TA to various persons during disciplinary proceedings.

**RECEIPT, MAINTENANCE AND DISPATCH OF JUDICIAL FILES BY
JJA EARLIER KNOWN AS AHLMAD/ASSTT. AHLMAD
(Judicial File/Record Management)**

Civil suit is filed by a litigant personally or by a lawyer at the filing counter at facilitation center along with prescribed performa/check list. As per pecuniary jurisdiction files are sorted out and sent to the Office of Concerned District Judge/Sr. Civil Judge respectively of each districts.

Files are then marked by the District Judge to other Addl. District Judges and by Sr. Civil Judge to other civil judges under their subordination .

The Ahlmad receive the files and put them before the Presiding Officer. Presiding Officer check the file to see if there is no objection Under Order 7 rule 11 CPC . After the order of the Presiding Officer the files are checked and registered by the Ahlmad.'

PROCESS OF REGISTRATION:

Nature of the Case and then suit number as per serial is assigned to the same.

Simultaneously data entry of the suit is done on the computer and 14 digit codes are assigned to it.

File is checked to ascertain if all the pages are intact and that documents filed tally the list of documents as to whether they are original or photocopy. Deficiency if any in the Court fee is also checked. If found deficient Court is apprised . In pauper suit after enquiry, the Court under order 33 CPC Court can grant permission to file Court fee at the deferred day .

Special permission of Court is taken when minor or a person with unsound mind sue or is sued under order 32 CPC.

MAINTENANCE OF FILES / RECORD:

Judicial files shall be maintained in terms of chapter 16 part F Delhi High Court Rule Vol.4, in part A and part B format.



PART A

It shall contain index of papers,

Orders of Superior Courts i.e. ADJ's Court, High Court and Supreme Court,

Chronological order sheet and issues,

Plaintiff's evidence chronologically i.e. affidavit in chief followed by chronological cross examination.

Defendant's evidence in a likewise manner.

Rebuttal evidence of plaintiff if any.

Miscellaneous order passed by the Court during the course of trial date wise.

Plaint with annexed schedule,

Written statement followed by replication if any.

Report of Local Commissioner if any.

Documents filed by the plaintiff,

Documents filed by defendant.

Service report of defendants in case proceeded ex-parte.

Miscellaneous applications filed by the parties. Applications under Order 1 Rule 10 CPC, 22 (10) CPC, Application U/O 38 Rule 5 CPC, Review Application, Section 8 Arbitration and Conciliation, Vakalatnama/ power of attorney of respective counsels.

PART B

All papers not included in part A.

Each paper filed by either of the parties is signed by Ld. Judge on its back with stamp as a mark of filing on particular date. All documents, exhibited evidence are to be signed by Ld. Judge. Ahlmad not to receive any document from either of the party, unless so directed by Ld. Presiding Officer. Ahlmad shall not allow any litigant or a lawyer to inspect or even see the Judicial file unless party seeks written permission of the Court. Inspection is done with a pencil and relevant entry with exact time shall be made in the Inspection Register. Strict attention of Ahlmad during inspection of file is required to avoid any damage or tempering to file or document by the concerned Counsel or party during inspection. Each order sheet shall be carefully read by the Ahlmad and if the same contains any direction, it shall be complied with after the days work.

Files have to be staged in the Almirahs/Compactors in date wise format at relevant MAUKA. Files for days work shall be handed over to the Reader of the Court two days in advance along with the Cause List. If case file is summoned by Superior Court or by the Office of Ld. Local Commissioner for recording of evidence through a summon or a ROB KAR (requisition slip) it shall be taken by the Ahlmad to that Court in safe custody after due indexing and paging after making relevant entry in dispatch register

Copy Agency requisition shall be promptly complied within 24 hours by sending *chitah (bunch)* of requisite documents along with first page of the memo of parties while ensuring that all statements and exhibits are signed by the Ld. Presiding Officer.

Once the case is finally disposed of, Decree Sheet shall be prepared by the Reader of the Court and shall be placed above the plaint and after the evidence. **File shall be consigned to Record Room within a month of its judgment** after complete pagination in PART- A & PART-B format, and signature of Ld. Judge on the relevant orders/documents. It shall be done after making entry in consignment register and entry of Goshwara number shall be made as soon as it made available by the record room.

RECORD IN CASES, INSTITUTED ON POLICE REPORT (CHARGE SHEET) :

When a police report (Charge Sheet) is filed by the Investigating Officer, it is put before the Magistrate.

Then the case is concerned Magistrate directs to check and register the said case.


The Ahlmad then checks the Charge Sheet and ensure that the Charge Sheet contains all the papers as mentioned in the list.

Ahlmad makes entries of the case in the Institution Registers.

The Court orders to issue process like summons to the accused, notice to surety and the Ahlmad has to issue processes after carefully going through the order sheet.

When the accused in a bailable offence case after receiving the summons appears before the Court and furnishes his bail bond, the Ahlmad has to keep those bail bonds in record after observing necessary formalities of obtaining signatures, thumb impressions of accused and surety in the relevant register.

In cases where accused is in judicial custody, the Ahlmad ensures that proper release warrant is sent in consonance with the custody warrant and after obtaining personal bond (blank Jati Muchalaka).



Proceedings regarding Test Identification Parade, Superdari and other miscellaneous applications and orders filed or made prior to institution of the Charge Sheet are to be duly attached with the Charge Sheet before the same is put up for cognizance/consideration before the concerned Magistrate.

MAINTENANCE OF FILES / RECORDS:

PART A

Index of papers

The Court file shall then contain the orders of Higher Courts, including the Court of Sessions and the High Court.

Order sheet in chronological order .

Charge

Examination of prosecution witness and its cross examination. (Cross examination of each prosecution witnesses shall come immediately after its examination in chief.)

Statement of the accused.

Defence evidence if any, (cross examination of each defence witness shall be put after his examination in chief)

All documentary evidence

Vakalatnama

Bail bond of the accused and personal bond of the surety.

The judgment is placed after the order sheet and before the Charge Sheet.

PART B

All other papers not included in part A.

**ISSUANCE OF PROCESS, WARRANTS, ETC. TO WITNESSES,
PARTIES & ACCUSED BY JJA(Ahlmad, Civil Nazir/Najib Nazir)**

Special care is required in issuance of process, while copying the correct and complete address of the parties including names, address and pin code.

- Addresses shall be copied from memo of parties, address form, appearance under order 37 respectively as the case may be.
- Care must be taken to issue process in prescribed Performa only in cases to be tried summarily under section 14 (1) (d), A, B, C, and D of the DRC Act.
- Once process fee is filed / talbana is filed by a party in compliance of Court order, process shall be issued promptly forthwith not later than three days.
- If there is a direction in the Court order, then process can be given dasti (by hands) to the parties against the receipts.
- Summons ordered to be issued to witnesses through IO/SHO/DCP have to be specifically endorsed "through IO/ through SHO/through DCP".
- Process be issued through approved courier only.
- Care must be taken to issue summons for judgment only on the address as given by the defendant in his appearance.
- Care must be taken to issue process in a suit under order 37 CPC in the prescribed Performa only.
- Judicial Officers & Doctors to be summoned as witness only at 2.00 P.M. Special mention to be made on the summons in this regard.
