

**CHRONOLOGICAL COMPILATION OF THE CIRCULARS  
AND PRACTICE DIRECTIONS**

**(Volume II)**

**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

**SH. A. K. CHAWLA**  
**DISTRICT & SESSIONS JUDGE (HQs), DELHI**

**&**

Under the supervision of:

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**CHRONOLOGICAL  
COMPILATION OF THE  
CIRCULARS AND PRACTICE  
DIRECTIONS**

**HINDI**

## जिला एवं सत्र न्यायाधीश कार्यालय : दिल्ली

### परिपत्र

ऐसा देखा गया है कि जिला एवं सत्र न्यायालय में कार्यरत कर्मचारियों द्वारा कार्यालय को प्रेषित किए जाने वाले पत्र अशुद्ध अंग्रेजी भाषा में लिखे होते हैं। ऐसे पत्रों में वर्तनी एवं व्याकरण संबंधी अनेक अशुद्धियां पाई गई हैं। इसके अतिरिक्त कुछ कर्मचारी अपने पत्रों में आधी हिन्दी और आधी अंग्रेजी का प्रयोग भी करते हैं।

इस संदर्भ में सभी कर्मचारियों को सूचित किया जाता है कि यदि किसी को अंग्रेजी भाषा का समुचित ज्ञान नहीं है तो वह हिन्दी भाषा में पत्र व्यवहार करे। साथ ही ध्यान रहे कि पत्र साफ-साफ लिखा हुआ हो ताकि उसका उद्देश्य तुरंत समझ में आ जाए। जिला एवं सत्र न्यायालय के सभी कर्मचारी पत्र व्यवहार तथा अन्य कार्यालयी कामकाज को हिन्दी भाषा में करने के लिए पूरी तरह स्वतंत्र हैं तथा इसके लिए उन्हें सम्मान की दृष्टि से देखा जाएगा।

( शिव नरियण ढींगरा )

जिला एवं सत्र न्यायाधीश  
दिल्ली।

संख्या ...../प्रशासन/04

दिनांक, दिल्ली.....24/9/05

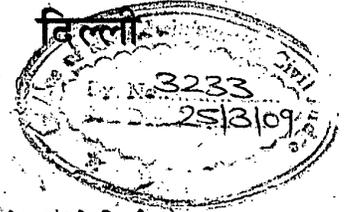
सूचना एवं आवश्यक कार्रवाही हेतु परिपत्र की प्रतिलिपि निम्नलिखित को प्रेषित करें:-

1. प्रभारी न्यायाधीश कड़कड़डूमा एवं पटियाला हाउस न्यायालय, दिल्ली।
2. समस्त न्यायिक अधिकारी तीस हजारी, कड़कड़डूमा एवं पटियाला हाउस न्यायालय, दिल्ली।
3. न्यायाधीश, लघुवाद न्यायालय, दिल्ली।
4. प्रशासनिक दीवानी न्यायाधीश दिल्ली।
5. मुख्य महानगर दण्डाधिकारी, अतिरिक्त मुख्य महानगर दण्डाधिकारी एवं समस्त महानगर दण्डाधिकारी, दिल्ली।
6. समस्त प्रशासनिक अधिकारी, अधीक्षक, विभाग एवं शाखा प्रमुख।
7. सभी कर्मचारी।
8. निजी सचिव, जिला एवं सत्र न्यायाधीश, दिल्ली।

जिला एवं सत्र न्यायाधीश  
दिल्ली।

4

# कार्यालय जिला एवं सत्र न्यायाधीश : दिल्ली



## निर्देश

आप सभी को सूचित किया जाता है कि हिंदी कार्यान्वयन समिति, जिला न्यायालय, तीस हजारी दिल्ली के सुझावों के अनुसार जिला न्यायालय दिल्ली के अन्तर्गत कार्यरत चतुर्थ श्रेणी कर्मचारियों व चालकों की व्यक्तिगत फाइलों व छुट्टियों से संबंधित सभी कार्य हिंदी भाषा में शुरू किया जा रहे हैं। इसके लिए हिंदी का ज्ञान रखने वाले कर्मचारियों की नियुक्ति प्रशासन अनुभाग-तीन में कर दी गई है। सभी चतुर्थ श्रेणी कर्मचारियों को निर्देश दिया जाता है कि आप अपने पत्र हिंदी भाषा में ही लिखकर दें तथा उसके जवाब भी आपको हिंदी भाषा में ही दिए जाएंगे। सभी न्यायिक अधिकारी, प्रशासनिक अधिकारी, अधीक्षक व अनुभाग प्रमुख यह सुनिश्चित करें कि आपके अन्तर्गत कार्यरत चतुर्थ श्रेणी कर्मचारियों व चालकों द्वारा कार्यालय को भेजे जाने वाले पत्र आवश्यक तौर पर हिंदी भाषा में लिखे हों।

*ममता सहगल*  
(ममता सहगल)

जिला न्यायाधीश-1 (केन्द्रीय)

एवं सत्र न्यायाधीश, दिल्ली।

दिल्ली, दिनांक 24/3/09

31057-517

संख्या...../हिंदी/237/09

सूचना एवं आवश्यक कार्रवाई हेतु उपरोक्त आवेदों की प्रति निम्न लिखित को प्रेषित की जाती है:-

1. सभी जिला न्यायाधीश व प्रभारी न्यायाधीश, दिल्ली।
2. श्री आलोक अग्रवाल, अति. जिला एवं सत्र न्यायाधीश/प्रशासनिक न्यायाधीश, प्रशासन अनुभाग, तीस हजारी न्यायालय, दिल्ली।
3. समस्त न्यायिक अधिकारी, तीस हजारी, पटियाला हाउस, कडकडडूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
4. सभी अनुभागों के प्रशासनिक अधिकारी, अधीक्षक, अनुभाग प्रमुख तीस हजारी, कडकडडूमा, पटियाला हाउस, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
5. मुख्य महानगर दण्डाधिकारी, अतिरिक्त मुख्य महानगर दण्डाधिकारी, प्रशासनिक दीवानी न्यायाधीश, न्यायाधीश, लघुवाद न्यायालय तीस हजारी, पटियाला हाउस, कडकडडूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
6. वेबसाइट अंग्रेजी/हिंदी (इस निर्देश के साथ ही इस परिपत्र को वेबसाइट के साथ-साथ सभी न्यायाधीशों के ई-मेल पते पर भी प्रेषित करें।)  
(उपरोक्त सभी न्यायिक अधिकारियों, प्रशासनिक अधिकारियों, अधीक्षकों व अनुभाग प्रमुखों को निर्देश दिया जाता है कि आप अपने अंतर्गत कार्यरत सभी कार चालकों/चतुर्थ श्रेणी कर्मचारियों को इस परिपत्र के बारे में सूचित करें।)

*Be...  
25/3/09  
[Handwritten signature]*

*ममता सहगल*  
जिला न्यायाधीश-1 (केन्द्रीय)  
एवं सत्र न्यायाधीश, दिल्ली।

26/3/09  
9/2/8

26/3/09

Shivam

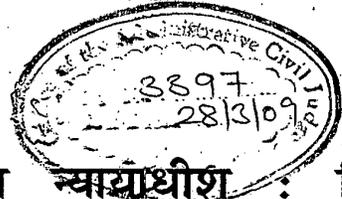
date

26/3/09

Hemant K. T. D.

Siyam

Ramish Barmah  
26/3/09



# कार्यालय जिला एवं सत्र न्यायाधीश : दिल्ली

## विशेष सूचना

माननीय जिला न्यायाधीश-1 एवं सत्र न्यायाधीश के निर्देशानुसार जिला न्यायालय दिल्ली में कार्यरत चतुर्थ श्रेणी कर्मचारियों से संबंधित प्रशासनिक कार्य हिंदी भाषा में शुरू कर दिया गया है। इसके साथ ही अब आपको प्रशासनिक कार्यकलापों में प्रयुक्त होने वाले प्रपत्रों (proformas) की प्रतियां भी निरंतर व नियमित रूप से प्रेषित की जाएंगी जो हिंदी भाषा में मुद्रित होंगी। आपसे अनुरोध है कि आप अंग्रेजी प्रपत्रों के स्थान पर केवल हिंदी भाषा में मुद्रित प्रपत्रों का ही प्रयोग करें। इस बार आपको अर्जित अवकाश व आकस्मिक अवकाश के प्रपत्र प्रेषित किए जा रहे हैं।

इसके अतिरिक्त सभी श्रेणी के कर्मचारियों को सूचित किया जाता है कि भविष्य में अर्जित अवकाश (earned leave) तथा आकस्मिक अवकाश (casual leave) के आवेदन हिंदी भाषा में ही स्वीकार्य होंगे।

राज कुमार चौहान

(राज कुमार चौहान)

अति. जिला एवं सत्र न्यायाधीश

प्रभारी न्यायाधीश - प्रशासन अनुभाग-तीन

सदस्य हिंदी कार्यान्वयन समिति।

34009-34469

संख्या...../प्रशासन-3/237/09

दिल्ली, दिनांक 26/3/09

उपरोक्त विशेष सूचना की प्रतिलिपी सूचना एवं आवश्यक कार्रवाही हेतु निम्न लिखित को प्रेषित की जाती है।

1. सभी जिला न्यायाधीश, तीस हजारी, पटियाला हाउस, दिल्ली।
  2. सभी न्यायिक अधिकारी, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
  3. सभी प्रशासनिक दीवानी न्यायाधीश, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
  4. सभी प्रशासनिक अधिकारी, अधीक्षक व अनुभाग प्रमुख तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
  5. वेबसाइट समिति (अंग्रेजी/हिंदी), तीस हजारी न्यायालय दिल्ली।
- ध्यान दें : जिला न्यायालय दिल्ली के समस्त न्यायिक अधिकारियों, प्रशासनिक अधिकारियों, अधीक्षकों व अनुभाग प्रमुखों से अनुरोध है कि संलग्न प्रपत्र को अपने अंतर्गत कार्यरत कर्मचारियों को उपलब्ध करवाएं तथा उन्हें निर्देश दे कि भविष्य में इन्हें अवकाश के लिए हिंदी के प्रपत्रों का ही प्रयोग करें।

Be circulated to all on staff / RSH

राज कुमार चौहान

(राज कुमार चौहान)

अति. जिला एवं सत्र न्यायाधीश

प्रभारी न्यायाधीश - प्रशासन अनुभाग-तीन

सदस्य हिंदी कार्यान्वयन समिति।

## कार्यालय जिला एवं सत्र न्यायाधीश : दिल्ली

अवकाश या अवकाश की अवधि बढ़वाने के लिए आवेदन पत्र

1. आवेदक का नाम/पिता का नाम :
2. पद/वेतनमान :
3. न्यायालय/अनुभाग/कार्यालय का नाम :
4. आवास भत्ता व अन्य क्षतिपूर्ति भत्ते  
(जो वर्तमान पद पर कार्य करते हुए प्राप्त हैं) :
5. अवकाश का प्रकार व अवधि :
6. किस आधार पर अवकाश ले रहे हैं :
7. रविवार या अन्य छुट्टियां, यदि हो, जो इस अवकाश :  
अवधि के आगे/पीछे है और आप उसे इनमें शामिल  
नहीं करना चाहते हैं
8. पिछली बार छुट्टी से कब लौटे और वह किस प्रकार :  
की छुट्टी थी
9. इस अवकाश अवधि के दौरान मैं.....वर्षों के :  
ब्लॉक के लिए अवकाश यात्रा रियायत लेना चाहता  
हूँ/नहीं लेना चाहता हूँ
10. अवकाश अवधि के दौरान पता :

( आवेदक के हस्ताक्षर )  
तारीख सहित

11. पीठासीन अधिकारी/अनुभाग प्रमारी की अभ्युक्ति/सिफारिश. :

हस्ताक्षर (तारीख सहित)  
पदनाम/मोहर

3/8

## कार्यालय जिला एवं सत्र न्यायाधीश : दिल्ली

11. आवेदक का नाम :
12. पिता/पति का नाम :
13. पद :
14. नियुक्ति स्थल का पता :

### कार्यालय प्रयोग के लिए

प्रमाणित किया जाता है कि अभिलेख (रिकार्ड) के अनुसार .....अर्जित अवकाश/परिवर्तित अवकाश/अर्धवेतन अवकाश बकाया है। सीसीएस (अवकाश) नियम, 1972 के अनुसार दिनांक..... से ..... तक आवेदित छुट्टियां स्वीकार्य हैं।

( प्राधिकृत अधिकारी )

दिनांक.....से ..... तक छुट्टियां मंजूर की जाती हैं। अधिकारी/कर्मचारी को निर्देश दिया जाता है कि वह छुट्टियों से लौटने के तुरंत बाद अपने नियुक्ति स्थल पर सूचित (रिपोर्ट) करेगा।

( सक्षम अधिकारी )

संख्या...../अवकाश/प्रशासन/09 दिल्ली, दिनांक.....

1. आवेदन व मंजूरी आदेश मूल प्रति सहित लेखा अनुभाग (सेवा पुस्तिका) को प्रेषित की जाती है।
2. आदेश की प्रति संबंधित कर्मचारी को सूचनार्थ प्रेषित की जाती है।

**अधीक्षक ( प्रशासन )**  
कार्यालय जिला एवं सत्र न्यायाधीश :  
दिल्ली।

## आकस्मिक अवकाश का प्रपत्र

सेवा में,

माननीय/माननीया.....  
 .....  
 .....  
 .....

विषय : आकस्मिक अवकाश हेतु प्रार्थना पत्र।

महोदय/महोदया,

सविनय निवेदन यह है कि मैं दिनांक.....से.....

को/तक ..... के कारण कार्यालय

में उपस्थित नहीं हो सका/सकी/सकता/सकती हूँ। आपसे विनम्र निवेदन है कि मुझे उपरोक्त

तारीख/तारीखों के लिए.....दिन/दिनों का आकस्मिक अवकाश प्रदान करने की कृपया करें।

प्रार्थी आपका अत्यंत आभारी होगा।

धन्यवाद

भवदीय

अग्रसारित अधिकारी के हस्ताक्षर  
 (मोहर सहित)

पूरा नाम :  
 पिता/पति का नाम  
 पदनाम  
 कार्यस्थल  
 कर्मचारी कूट संख्या:

Bluf  
30/3

30/3/09  
1476

30/3/09  
13932

Vikas KV  
30/03/09  
50055

30/3/09  
90130

30/3/09  
12829

30/3/09  
70619

30/3/09  
13020

30-07-09

30/3

30/3/09

30/3/09  
13796

30/3/09  
15702

30/07/09  
12815

Jag Pal  
30-3-09  
90382

30/03/09  
(4155)

30/03/09

30/3/09  
12500

30/3/09  
2552

30/03/09  
14044

30/03/09  
30/03/09

30/3/09  
2214

30/3/09

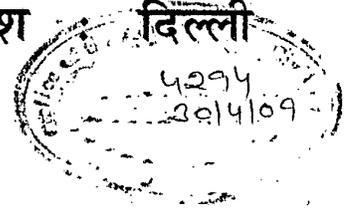
Jadav Ram  
Duffe. 30/3/09

E No 90206

Ramish Barmar  
30/3/09

# कार्यालय जिला एवं सत्र न्यायाधीश दिल्ली

## आदेश



जिला न्यायालय दिल्ली में कार्यरत चतुर्थ श्रेणी कर्मचारियों से संबंधित समस्त प्रशासनिक कामकाज हिंदी भाषा में शुरु किया जा चुका है। इसके अतिरिक्त विभिन्न न्यायालयों व अनुभागों में कार्यरत विभिन्न श्रेणी के कर्मचारियों को भी हिंदी भाषा में तैयार किए गए आवेदन-पत्र उपलब्ध करवाए जा रहे हैं ताकि प्रशासनिक कामकाज में हिंदी भाषा के प्रयोग को बढ़ावा दिया जा सके।

इस संबंध में श्री चन्द्रशेखर, अतिरिक्त जिला एवं सत्र न्यायाधीश दिल्ली की अध्यक्षता में गठित हिंदी कार्यान्वयन समिति को उन सभी अनुभागों व इकाईयों के कामकाज का निरीक्षण/जांच करने की शक्ति व अधिकार प्रदान किया जाता है जिसमें आवश्यक तौर पर हिंदी भाषा में कामकाज करने के आदेश दिये जा चुके हैं। इन अनुभागों में यदि कोई कर्मचारी हिंदी भाषा के प्रयोग के संबंध में पूर्ववत् जारी किए गए आदेशों व निर्देशों का समुचित पालन नहीं कर रहा है तो इसे आदेशों व निर्देशों की जानबूझ कर की गई अवज्ञा माना जाएगा तथा समिति ऐसे कर्मचारियों के विरुद्ध नियमानुसार उचित अनुशासनात्मक कार्रवाही करने संबंधित आवश्यक कदम उठा सकती है। साथ ही यह भी आदेश दिया जाता है कि भविष्य में प्रशासन अनुभाग-3 में कोई भी स्थानांतरण व नियुक्ति हिंदी कार्यान्वयन समिति के परामर्श व पूर्व सुझाव के आधार पर ही होगी ताकि प्रशासन अनुभाग में ऐसे कर्मचारियों को ही नियुक्त किया जा सके जिन्हें हिंदी भाषा में काम करने का अनुभव व ज्ञान है।

*बी.बी. चौधरी*

( बी.बी. चौधरी )

जिला न्यायाधीश-1 (केंद्रीय)

एवं सत्र न्यायाधीश, दिल्ली।

दिल्ली, दिनांक 29/4/09

53207-677

संख्या...../हिंदी/237/09

सूचना एवं आवश्यक कार्रवाही हेतु उपरोक्त आदेश की प्रति निम्न लिखित को प्रेषित की जाती है:-

1. सभी जिला न्यायाधीश, तीस हजारी, कड़कड़डूमा, पटियाला हाउस, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
2. श्री चन्द्रशेखर, अति. जिला एवं सत्र न्यायाधीश, दिल्ली/अध्यक्ष, हिंदी कार्यान्वयन समिति, श्री वी.के.गोयल, संयुक्त रजिस्ट्रार, दिल्ली उच्च न्यायालय, नई दिल्ली/सदस्य हिंदी कार्यान्वयन समिति, श्री राज कुमार चौहान, अतिरिक्त जिला एवं सत्र न्यायाधीश/सदस्य हिंदी कार्यान्वयन समिति, श्री संजीव जैन, अतिरिक्त जिला एवं सत्र न्यायाधीश/सदस्य हिंदी कार्यान्वयन समिति, जिला न्यायालय दिल्ली।
3. सभी प्रशासनिक दीवानी न्यायाधीश, तीस हजारी, कड़कड़डूमा, पटियाला हाउस, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
4. सभी न्यायिक अधिकारी, तीस हजारी, कड़कड़डूमा, पटियाला हाउस, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
5. सभी प्रशासनिक अधिकारी, अधीक्षक, अनुभाग प्रमुख, तीस हजारी, कड़कड़डूमा, पटियाला हाउस, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
6. वेबसाइट समिति (अंग्रेजी/हिंदी), जिला न्यायालय, दिल्ली।

उपरोक्त सभी से अनुरोध है कि आप अपने अन्तर्गत कार्यरत सभी कर्मचारियों को इस आदेश के बारे में सूचित करें।

*Be circulated among the staff*  
*B*  
*30/4/09*

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*श्री.बी.बी. चौधरी*

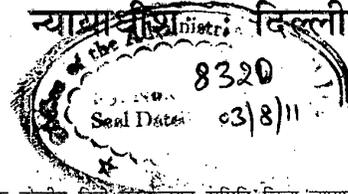
अध्यक्ष/सदस्य

हिंदी कार्यान्वयन समिति  
 जिला न्यायालय, दिल्ली।



कार्यालय जिला एवं सत्र न्यायाधीश दिल्ली

परिपत्र



आप सभी को सहर्ष सूचित किया जाता है कि केन्द्रीय हिंदी कार्यान्वयन समिति जिला न्यायालय दिल्ली की सिफारिशों के आधार पर ऐसी व्यवस्था की गई है कि प्रशासन अनुभाग (केन्द्रीय) तीस हजारी न्यायालय दिल्ली राजभाषा हिंदी में प्राप्त पत्रों के जवाब हिंदी भाषा में ही देगा। इस कार्य के लिए प्रशासन अनुभाग के कर्मचारियों को हिंदी टंकण व हिंदी में कामकाज का विशेष प्रशिक्षण दिया जा चुका है। यदि आप भविष्य में प्रशासन अनुभाग (केन्द्रीय) तीस हजारी न्यायालय से किसी भी विषय पर हिंदी भाषा में पत्र व्यवहार करते हैं तो उसका जवाब भी आपको राजभाषा हिंदी में ही दिया जाएगा।

ESW  
3-8-11

प्रतिभा रानी  
(प्रतिभा रानी)

जिला एवं सत्र न्यायाधीश  
दिल्ली।

दिल्ली, दिनांक 08/08/11

संख्या 40447-41077  
संख्या...../हिंदी/237/11

Be Circulated  
amongst the staff  
3-8-11

Secy  
04/8/11

सूचना एवं आवश्यक कार्यवाही हेतु परिपत्र की प्रतिलिपि निम्नलिखित को प्रेषित की जाती है:-

1. समस्त गाननीय जिला न्यायाधीश, तीस हजारी, पटियाला हाउस, कढ़कड़ूपा, रोहिणी, हारका व साकेत न्यायालय परिसर, दिल्ली।
2. प्रथरी न्यायाधीश, प्रशासन अनुभाग, तीस हजारी न्यायालय परिसर, दिल्ली।
3. समस्त न्यायिक अधिकारी, तीस हजारी, पटियाला हाउस, कढ़कड़ूपा, रोहिणी, हारका व साकेत न्यायालय परिसर, दिल्ली।
4. श्री धनशेखर, निबंधक, कोस फूलो मैजस्ट्रेट, गाननीय दिल्ली उच्च न्यायालय, नई दिल्ली/अध्यक्ष, केन्द्रीय हिंदी कार्यान्वयन समिति, श्री नरेश्वर गोयल, अतिरिक्त जिला एवं सत्र न्यायाधीश/सदस्य, केन्द्रीय हिंदी कार्यान्वयन समिति, श्री राजकुमार चौहान, अतिरिक्त जिला एवं सत्र न्यायाधीश/सदस्य, केन्द्रीय हिंदी कार्यान्वयन समिति, श्री संजीव जैन, अतिरिक्त जिला एवं सत्र न्यायाधीश/सदस्य, केन्द्रीय हिंदी कार्यान्वयन समिति दिल्ली।
5. समस्त प्रशासनिक अधिकारी, अधीक्षक व अनुभाग प्रमुख तीस हजारी, पटियाला हाउस, कढ़कड़ूपा, रोहिणी, हारका व साकेत न्यायालय परिसर, दिल्ली।
6. संबंधित कर्मचारी, वेबसाइट समिति, (अंग्रेजी/हिंदी)।

कृपया ध्यान दें : उपरोक्त सभी न्यायिक अधिकारियों, प्रशासनिक अधिकारियों, अधीक्षक, अनुभाग प्रमुखों से अनुरोध है कि इस परिपत्र के बारे में अपने अधीनस्थ कर्मचारियों को सूचित करें।

राजकुमार शीशन  
अध्यक्ष/वरिष्ठ सदस्य  
केन्द्रीय हिंदी कार्यान्वयन समिति  
जिला न्यायालय, तीस हजारी दिल्ली।

Handwritten signatures and dates at the bottom of the page, including names like 'RB', 'Amul', and dates like '3/8', '4/8/11', '5/8/11', '6/8/11', '7/8/11', '8/8/11', '9/8/11', '10/8/11', '11/8/11', '12/8/11', '13/8/11', '14/8/11', '15/8/11', '16/8/11', '17/8/11', '18/8/11', '19/8/11', '20/8/11', '21/8/11', '22/8/11', '23/8/11', '24/8/11', '25/8/11', '26/8/11', '27/8/11', '28/8/11', '29/8/11', '30/8/11'.

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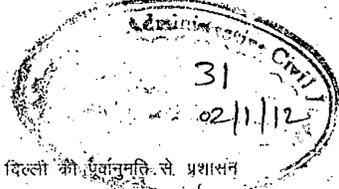
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12

# कार्यालय प्रशासनिक दीवानी न्यायाधीश (केन्द्रीय) : दिल्ली

परिपत्र



आप सभी को सूचित किया जाता है कि माननीय जिला एवं सत्र न्यायाधीश, दिल्ली की पूर्वानुमति से प्रशासन अन्तर्गत नियुक्त चतुर्थ श्रेणी कर्मचारियों की नियुक्ति हेतु उनसे संबंधित समस्त प्रशासनिक कामकाज राजभाषा हिंदी में शुरू कर दिया गया है। इस आशय से संबंधित कर्मचारियों को हिंदी दफ्तर व राजभाषा शिबीर में प्रशिक्षण देने का निर्देश दिया जा चुका है। अतः इस स्थापना के अन्तर्गत नियुक्त समस्त चतुर्थ श्रेणी कर्मचारियों को यह निर्देश दिया जाता है कि वे भविष्य में कार्यालय से पत्र व्यवहार करते वक्त राजभाषा हिंदी का प्रयोग करें और उनके पत्रों को राजभाषा हिंदी में ही दिए जाएंगे।

22/12/11

(संजीव कुमार सिंह)

प्रशासनिक दीवानी न्यायाधीश (केन्द्रीय)  
जिला न्यायालय तीस हजारी दिल्ली।

दिल्ली, दिनांक 22/12/11

57421-951

संख्या / प्रशा.दी.न्या. / 2011

सूचना एवं आवश्यक कार्यवाही हेतु उपरोक्त परिपत्र की प्रति निम्नलिखित को प्रेषित की जाती है:-

1. समस्त माननीय जिला न्यायाधीश एवं अतिरिक्त सत्र न्यायाधीश, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली।
2. श्री चन्द्रशेखर, विशेष सचिव, कानून, न्याय एवं विधि कार्य विभाग, दिल्ली सरकार/अध्याय, केन्द्रीय हिंदी कार्यालय समिति, श्री तीरेश गोयल, अति. जिला एवं सत्र न्यायाधीश, रोहिणी न्यायालय परिसर/वरिष्ठ सदस्य केन्द्रीय हिंदी कार्यालय समिति श्री राजकुमार चौहान, अति. जिला एवं सत्र न्यायाधीश, तीस हजारी न्यायालय परिसर/ वरिष्ठ सदस्य केन्द्रीय हिंदी कार्यालय समिति व श्री संजीव जैन, अति. जिला एवं सत्र न्यायाधीश, पटियाला हाउस न्यायालय परिसर/ वरिष्ठ सदस्य केन्द्रीय हिंदी कार्यालय समिति, जिला न्यायालय दिल्ली।
3. समस्त प्रशासनिक दीवानी न्यायाधीश, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली।
4. समस्त अधीक्षक/अनुभाग प्रमुख, कार्यालय प्रशासनिक दीवानी न्यायाधीश, तीस हजारी पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली।
5. शान्त न्यायिक अधिकारी, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली।
6. समस्त प्रशासनिक अधिकारी, अधीक्षक व अनुभाग प्रमुख, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली।
7. हिंदी अधिकारी, कला, संस्कृति एवं भाषा विभाग, दिल्ली सचिवालय, दिल्ली सरकार।
8. वेबसाइट समिति अंग्रेजी/हिंदी।

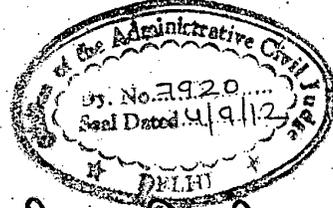
नोट : उपरोक्त समस्त माननीय न्यायिक अधिकारियों, प्रशासनिक अधिकारियों, अधीक्षकों व अनुभाग प्रमुखों से अनुरोध है कि वे अपने अधीन सभी चतुर्थ श्रेणी कर्मचारियों को इस परिपत्र के बारे में सूचित करें।

22/12/11

(रमा प्रकाश निदारिया)

अधीक्षक

कार्यालय प्रशासनिक दीवानी न्यायाधीश (केन्द्रीय)  
जिला न्यायालय तीस हजारी दिल्ली।



13

## कार्यालय जिला एवं सत्र न्यायाधीश : दिल्ली

परिपत्र

राजभाषा हिंदी के समुचित कार्यान्वयन के संबंध में विशेष सचिव, कला, संस्कृति एवं भाषा विभाग, दिल्ली सरकार से प्राप्त पत्र की प्रतिलिपि अनुलग्नकों सहित आप सभी को प्रेषित की जाती है। कृपया अनुलग्नकों को ध्यानपूर्वक पढ़ें तथा गृह मंत्रालय, भारत सरकार के कार्यालय ज्ञापन संख्या 20034/1/2012-हिंदी दिनांक 15 जून 2012, राजभाषा नीति संबंधी प्रमुख निदेशों और राजभाषा हिंदी के प्रयोग के लिए वर्ष 2012-2013 के वार्षिक कार्यक्रम इत्यादि में उल्लिखित निदेशों, हिदायतों और मार्गदर्शी सिद्धांतों का कंड़ाई से समुचित अनुपालन सुनिश्चित करवाने की दिशा में प्रयास करें।

27-08-2012

(सुनीता गुप्ता)

जिला एवं सत्र न्यायाधीश  
दिल्ली

35430-36086

संख्या...../हिंदी/237/2012

दिल्ली, दिनांक 27/08/12

परिपत्र की प्रतिलिपि सूचना एवं आवश्यक कार्यवाही हेतु निम्नलिखित को प्रेषित की जाती है:-

1. समस्त माननीय जिला न्यायाधीश एवं अति. सत्र न्यायाधीश, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली/नई दिल्ली।
2. समस्त न्यायिक अधिकारी, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली/नई दिल्ली।
3. अध्यक्ष/सदस्य, केन्द्रीय पुस्तकालय समिति, जिला न्यायालय दिल्ली।
4. लाइब्रेरियन, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली/नई दिल्ली।
5. समस्त प्रशासनिक अधिकारी, अधीक्षक व अनुभाग प्रमुख, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली/नई दिल्ली।
6. सूचना पट्ट, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर, दिल्ली/नई दिल्ली।
7. वेबसाइट समिति, अंग्रेजी/हिंदी, जिला न्यायालय दिल्ली।

*[Handwritten Signature]*

अतिरिक्त जिला एवं सत्र न्यायाधीश/  
अध्यक्ष/वरिष्ठ सदस्य  
केन्द्रीय हिंदी कार्यान्वयन समिति  
जिला न्यायालय दिल्ली।

*Staff to Note  
& Comply  
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& KSM  
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राष्ट्रीय राजधानी क्षेत्र दिल्ली सरकार  
 कला, संस्कृति एवं भाषा विभाग, सी-विंग, सीतवा  
 आर्.पी.एस्टेट, दिल्ली सचिवालय, नई दिल्ली ।

दिनांक: 24/07/2012  
 दिल्ली

फा.सं. 08(01)/2012-~~क0सं0~~ एवं भाषा/1424-27

सेवा में,

1. समस्त विभागाध्यक्ष/कार्यालयाध्यक्ष, दिल्ली सरकार, दिल्ली/नई दिल्ली।
2. दिल्ली सरकार के अधीन सभी स्थानीय निकाय/बोर्ड/उपक्रम दिल्ली/नई दिल्ली।
3. आयुक्त पुलिस, पुलिस मुख्यालय, बहुमंजिला भवन, इन्द्रप्रस्थ एस्टेट, नई दिल्ली।
4. विशेष आयुक्त, पुलिस (यातायात पुलिस), बहुमंजिला भवन, इन्द्रप्रस्थ एस्टेट, नई दिल्ली।

विषय: भारत सरकार की राजभाषा नीति के समुचित कार्यान्वयन के सिलसिले में राजभाषा अधिनियम, 1983 (1987 में यथा संशोधित) तथा राजभाषा (संघ के शासकीय प्रयोजनों के लिये प्रयोग) नियम, 1978 (1987 में यथा संशोधित) और राजभाषा विभाग द्वारा समय-समय पर जारी आदेशों, हिदायतों और मार्गदर्शी सिद्धान्तों का समुचित अनुपालन सुनिश्चित किए जाने के बारे में।

7/8/12  
 01 (Hindi Com. Min.)

महोदय/महोदय,

उपर्युक्त विषय पर भारत सरकार से महत्वपूर्ण कार्यालय ज्ञापन प्राप्त हुआ है। दिनांक 18 जून, 2012 के ज्ञापन तथा इसके संलग्न अनुलगनकों की प्रति यथोचित आगामी कार्यवाई सुनिश्चित कराने के लिये भेजी जा रही है ताकि सभी विभागाध्यक्ष/कार्यालयाध्यक्ष इनमें उल्लिखित निर्देशों का कड़ाई से अनुपालन सुनिश्चित करवा सकें।

भवदीय

सीता ५.१५.०६

(संतोष व वैद्य)

विशेष सचिव (कला, संस्कृति एवं भाषा)  
 दूरभाष संख्या: 23392413

फा.सं. 08(01)/2012-क0सं0 एवं भाषा/1428-41

दिनांक: 24/07

2012

प्रतिलिपि निम्न को आवश्यक कार्यवाई हेतु अग्रसारित :-

1. सचिव, माननीय उपराज्यपाल, राजनिवास मार्ग, दिल्ली ।
2. सचिव, माननीय अध्यक्ष/उपाध्यक्ष, दिल्ली विधानसभा, पुराना सचिवालय, दिल्ली ।

3. सचिव, माननीय मुख्यमंत्री/परिवहन मंत्री/वित्त मंत्री/श्रम मंत्री/समाज कल्याण मंत्री/खादय एवं आपूर्ति मंत्री/स्वास्थ्य मंत्री, दिल्ली सचिवालय, दिल्ली।
4. मुख्य सचिव के विशेष कार्याधिकारी, 5वां तल, दिल्ली सचिवालय, दिल्ली।
5. पंजीयक, दिल्ली हाई कोर्ट, दिल्ली।
6. संयुक्त सचिव (अभ्यन्तरीय और लोक शिकायत) गृह मंत्रालय, भारत सरकार, नार्थ ब्लॉक, नई दिल्ली को उनके दिनांक 18 जून, 2012 के पत्र के संदर्भ में।
7. सचिव, राजभाषा विभाग, गृह मंत्रालय, भारत सरकार, लोक नायक भवन, खान मार्केट के दिनांक 27 फरवरी, 2012 के कार्यालय ज्ञापन 12015/13/2011-रा0भा0 (अनुलग्नक- V) के संदर्भ में सूचनार्थ एवं अपेक्षित कार्रवाई हेतु।
8. समस्त सचिव, भाषा अकादमियां, साहित्य कला परिषद्, गोस्वामी गिरधारी लाल प्राच्य विद्या प्रतिष्ठान, दिल्ली सरकार, दिल्ली/नई दिल्ली।
9. उर्दू अधिकारी, दिल्ली सरकार।
10. श्री सुरेश कुमार शर्मा एवं श्री आमोद कुमार शर्मा, तकनीकी सहायक (हिन्दी) को संबंधित विषयों पर आगामी अपेक्षित कार्रवाई करने के अनुरोध सहित।
11. श्री मोहम्मद अहमद, कम्प्यूटर ऑपरेटर की जानकारी एवं विभागीय वेबसाइट पर अपलोड करने के अनुरोध सहित।
12. अध्यक्ष, दिल्ली हिन्दी साहित्य सम्मेलन, 31-उत्तरी परिसर, रामकृष्ण आश्रम मार्ग, नई दिल्ली-01।
13. अध्यक्ष, शिक्षा संस्कृति उत्थान न्यास, सरस्वती बाल मंदिर, जी-ब्लॉक, नारायण विहार, नई दिल्ली-28।
14. गार्ड फाईल।

राजेश सयदेवा

(राजेश सयदेवा)

उप-सचिव (कला, संस्कृति एवं भाषा)



द्वारा जान-बूझ कर सरकार की राजभाषा-नीति से जुड़ी अपेक्षाओं की अनदेखी किए जाने पर उसके खिलाफ अनुशासनिक कार्रवाई की जा सकती है।

6. अतः इस मंत्रालय के सभी प्रभागों के अध्यक्ष और इसके नियंत्रण के अधीन सभी कार्यालयों/ संघ-राज्य-क्षेत्र-शासनों के अध्यक्ष कृपया उपर्युक्त क्रम में नीचे दर्शाई जा रही महत्वपूर्ण अपेक्षाएं कड़ाई से पूरी करवाएं:-

- (i) सरकारी काम-काज में हिंदी का प्रयोग लगातार दृढ़ता पूर्वक बढ़ाने का हर संभव सच्चा प्रयास करवाएं।
- (ii) राजभाषा-अधिनियम, 1963 (1967 में यथा संशोधित) की धारा 3 (3) के अन्तर्गत आने वाले सभी कागजात हर हालत में हिंदी और अंग्रेजी दोनों भाषाओं में साथ-साथ जारी करवाएं। ऐसे कागजात पर हस्ताक्षर करने वाले अधिकारी, ऐसे कागजात पर हस्ताक्षर करने से पहले यह सुनिश्चित करें कि उन्हें ऐसे कागजात, हस्ताक्षर करने के लिए हिंदी और अंग्रेजी दोनों भाषाओं में साथ-साथ प्रस्तुत किए गए हैं। राजभाषा-अधिनियम, 1963 (1967 में यथा संशोधित) की धारा 3(3) के अन्तर्गत आने वाले कागजात की सूची, अनुलग्नक-II में दर्शाई गई है।
- (iii) अधिक से अधिक सरकारी काम-काज और पत्र-व्यवहार हिंदी में करवाकर, अनुलग्नक-III में दर्शाए गए राजभाषा-विभाग द्वारा जारी सरकार की राजभाषा-नीति के कार्यान्वयन के वर्ष, 2012-2013 के वार्षिक कार्यक्रम में निर्धारित क्षेत्र-वार लक्ष्य प्राप्त (पूरे) किए जाने के प्रभावी प्रयास करवाएं। देश के भाषा-वार "क", "ख" और "ग" क्षेत्र में वर्गीकरण से संबंधित विवरण, अनुलग्नक-IV में दर्शाया गया है।
- (iv) फाइलों पर क्षेत्र-वार निर्धारित लक्ष्यों के अनुसार टिप्पणियां मूल रूप से हिंदी में लिखवाने का कारगर प्रयास करवाएं और सभी फाइलों पर विषय पहले ऊपर हिंदी में और उसके नीचे अंग्रेजी में लिखवाएं।
- (v) इस्तेमाल किए जा रहे सभी रजिस्ट्रों पर भी विषय पहले ऊपर हिंदी में और उसके नीचे अंग्रेजी में लिखवाएं तथा उनके शीर्ष (हेड्स) भी हिंदी और अंग्रेजी दोनों में लिखवाएं।
- (vi) इस्तेमाल किए जा रहे सभी रजिस्ट्रों में आवश्यक प्रविष्टियां हिंदी में दर्ज करवाएं।
- (vii) हिंदी में भिजे या हिंदी में हस्ताक्षरित पत्रों के उत्तर हर हालत में हिंदी में ही भिजवाया जाना सुनिश्चित करें। ऐसे पत्रों में से उन पत्रों की पावती हिंदी में भिजवाएं जिनका उत्तर भेजा जाना जरूरी नहीं हो।
- (viii) सभी सेवा-पुस्तिकाओं में प्रविष्टियां हिंदी में दर्ज करवाएं।
- (ix) "क" क्षेत्र और "ख" क्षेत्र में अवस्थित केन्द्रीय सरकार के कार्यालयों, राज्य-सरकारों के कार्यालयों और वहां रह रहे गैर सरकारी व्यक्तियों से अंग्रेजी में मिलने वाले पत्रों के भी उत्तर हिंदी में भिजवाने का कारगर प्रयास करें। ऐसे पत्रों में से, उन पत्रों की पावती हिंदी में भिजवाएं जिनका उत्तर भेजा जाना जरूरी नहीं हो।
- (x) "क" क्षेत्र और "ख" क्षेत्र में अवस्थित केन्द्रीय सरकार के कार्यालयों, राज्य-सरकारों के कार्यालयों और वहां रह रहे गैर सरकारी व्यक्तियों को भेजे जाने वाले सभी पत्रों के लिप्यंतरण पर पते हिंदी में लिखवाएं।
- (xi) पुस्तकालय से संबंधित काम-काज की देख-रेख कर रहे अधिकारी यह सुनिश्चित करें कि पुस्तकालय के लिए जर्नलों और संदर्भ-साहित्य की खरीद पर किए जाने वाले खर्च

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- को छोड़कर, अन्य पुस्तकों की खरीद पर खर्च की जाने वाली धनराशि की कम से कम आधी (50%) धनराशि, हर हालत में हिंदी-पुस्तकों की खरीद पर जरूर खर्च की जाए।
- (xii) सभी वरिष्ठ अधिकारी, अधिक से अधिक डिक्टेड हिंदी में देने का हर संभव सच्चा प्रयास करके कम से कम 65% डिक्टेड हिंदी में देने का लक्ष्य हासिल करने की दिशा में आगे बढ़ें।
- (xiii) वरिष्ठ अधिकारी कृपया फाइलों पर कम से कम छोटी-छोटी टिप्पणियां हिंदी में लिखने का कष्ट करें, जिससे अधीनस्थ कामियों को हिंदी में कार्य करने की प्रेरणा मिले। इस सिलसिले में यह उल्लेखनीय है कि वे फोनेटिक का प्रयोग करके रोमन स्क्रिप्ट के माध्यम से स्वयं आसानी से हिंदी में टाइप कर सकते हैं।
- (xiv) कृपया राजभाषा हिंदी के प्रचार-प्रसार हेतु राजभाषा-विभाग द्वारा संचालित विभिन्न प्रोत्साहन-योजनाओं का भरपूर उपयोग करें।
- (xv) टिप्पणियां और प्रारूपों का मूल रूप से हिंदी में लिखा जाना/तैयार किया जाना प्रोत्साहित करने की वार्षिक नरक पुरस्कार-योजना का ध्यापक प्रचार-प्रसार करके, अधिक से अधिक अधिकारियों और कर्मचारियों को अपना अधिक से अधिक काम-काज हिंदी में करने के प्रति प्रेरित और प्रोत्साहित करें।
- (xvi) सभी कम्प्यूटरों में हिंदी का यूनिकोड समर्थित (सपोर्टेड) एक सा फॉन्ट/फॉन्टवैरिअन्ट/फॉन्ट डाला जाए और नए कम्प्यूटर खरीदते समय भी इस बात को ध्यान में रखा जाए। इस बारे में यह भी इंगित किया जाता है कि अंग्रेजी में Times New Roman और Arial जैसे फॉन्ट सभी कम्प्यूटरों में उपलब्ध रहते हैं, जिससे अंग्रेजी की सामग्री को सभी कम्प्यूटरों में देखना, संपादित/संकलित करना तथा उसका प्रिंट लेना संभव है, किन्तु हिंदी में स्थिति ऐसी नहीं है। एक सा फॉन्ट नहीं होने से एक कम्प्यूटर की फ्लॉपी/सीडी एवं ई-मेल के जरिए भेजी जाने वाली सामग्री दूसरे कम्प्यूटर में नहीं खुलती। ऐसी स्थिति में अलग-अलग स्रोतों से प्राप्त हिंदी की सामग्री को देखना, संपादित/संकलित करना तथा उसका प्रिंट लेना संभव नहीं हो पाता। अतः सभी कम्प्यूटरों में हिंदी का यूनिकोड समर्थित एक सा ही फॉन्ट होना सुनिश्चित करें। इस सिलसिले में कृपया इंसक्रिप्ट की बॉर्ड का भी इस्तेमाल करवाएं। कम्प्यूटरों पर हिंदी में कार्य किए जाने के बारे में महत्वपूर्ण दिशा-निर्देश अनुलग्नक-V में दर्शाए गए हैं।
- (xvii) इस मंत्रालय के नियंत्रण के अधीन विभिन्न नगरों में स्थित सभी सम्बद्ध/अधीनस्थ कार्यालयों के वरिष्ठतम अधिकारी/प्रधान, कृपया अपने-अपने नगर में कार्य कर रही नगर-राजभाषा-कार्यान्वयन-समिति के सदस्य बनें और इस समिति की प्रत्येक छमाही बैठक में स्वयं उपस्थित होने का कष्ट करें।
- (xviii) "क" क्षेत्र, "ख" क्षेत्र और "ग" क्षेत्र में सभी प्रकार के विज्ञापनों पर खर्च की जाने वाली धनराशि की कम से कम आधी (50%) धनराशि, हिंदी में विज्ञापनों पर और शेष आधी (50%) धनराशि, अंग्रेजी और अन्य भारतीय भाषाओं में विज्ञापनों पर खर्च की जानी सुनिश्चित करें।
- (xix) सभी प्रभागों/विभागों/संगठनों के अध्यक्षों द्वारा समय-समय पर ली जाने वाली समीक्षा (रिव्यू) बैठकों में कृपया हिंदी में बात-चीत की जाए और हिंदी के प्रयोग में प्रगति की समीक्षा से संबंधित मद भी रखा जाए।
- (xx) कृपया हिंदी-भाषा, हिंदी-टाइपलेखन, हिंदी-आधुनिकता और हिंदी-अनुवाद के सेवाकालीन प्रशिक्षण का लक्ष्य, वर्ष 2015 तक हासिल कर लेने के लिये से प्रशिक्षण के लिए

शेष रहे शही पत्र कार्मिकों का रोस्टर अद्यतन (अपडेट) करवाकर, उन्हें केन्द्रीय प्रशिक्षण-संस्थान तथा केन्द्रीय अनुवाद-ध्युरी के प्रशिक्षण-कार्यक्रमों में नामित करें एवं प्रशिक्षण हेतु भेजें।

7. अनुरोध है कि कृपया ऊपर दर्शाए गए सभी 20 बिंदुओं पर कड़ाई से अमल करवाकर, आवश्यक कार्रवाई करवाने के साथ-साथ सरकारी काम-काज में हिंदी का प्रयोग लगातार बढ़ाए जाने के बारे में प्रगति-रिपोर्ट, प्रायिक तिमाही के समाप्त होने के 15 दिन के अन्दर निश्चित रूप से भिजवाने की कारगर व्यवस्था करें। यह तिमाही-प्रगति-रिपोर्ट बहुत जरूरी दस्तावेज है। इससे सरकारी काम-काज में हिंदी के प्रयोग में हो रही प्रगति का ज्ञान लेने में मदद मिलती है। इस रिपोर्ट की इस संज्ञा के राजभाषा-विभाग तथा राजभाषा-विभाग के क्षेत्रीय कार्यान्वयन-कार्यालय में समीक्षा की जाती है।

8. उपर्युक्त तिमाही-प्रगति-रिपोर्ट प्रस्तुत करने के लिए निर्धारित प्रपत्र (प्रोफॉर्म) के प्रत्येक स्तंभ (कॉलम) में चाही गई जानकारी, कार्यालय-पद्धति के अनुरूप में निहित मार्गदर्शी सिद्धान्तों के अनुसार रखे जाने वाले प्राप्ति और प्रेषण-रजिस्ट्रों में दर्ज रेकॉर्ड के अनुसार तथ्यात्मक आंकड़े दर्शाकर, सही ढंग से प्रस्तुत करवाएं। यदि किसी अधिकारी को उपर्युक्त रिपोर्ट भरते समय, किसी स्तंभ (कॉलम) के बारे में कभी कोई शंका हो तो वह निदेशक (राजभाषा) से दूरभाष सं. 011-23092998 या इंटरफॉर्म नं० 317 पर सम्पर्क करके अपनी शंका का समाधान कर लें।

15/6/12  
(सतपाल चौहान)

संयुक्त सचिव (समन्वय और लोक-शिकायत)

सेवा में,

1. गृह-मंत्रालय के सभी अधिकारी/अनुभाग/डेस्क।
2. गृह-मंत्रालय के नियंत्रण के अधीन सभी सम्बद्ध/अधीनस्थ कार्यालय।
3. गृह-मंत्रालय के अधीन सभी संघ-राज्य-क्षेत्र-प्रशासन।

प्रतिलिपि सूचनार्थ प्रेषित :

1. संयुक्त सचिव, राजभाषा-विभाग, एन डी सी सी-11 (नई दिल्ली सिटी सेंटर) भवन, बी विंग चौथा तल, जय सिंह रोड, नई दिल्ली-110001
2. कार्यवाहक सचिव, संसदीय राजभाषा-समिति, 11, तीन मूर्ति मार्ग, नई दिल्ली।

प्रश्न

अनुसूची-1

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### गृह - मंत्रालय राजभाषा विभाग

#### राजभाषा नीति संबंधी प्रमुख निदेश

1. राजभाषा अधिनियम, 1963 की धारा 3 (3) के अंतर्गत संकल्प, सामान्य आदेश, नियम, अधिसूचनाएं, प्रशासनिक तथा अन्य रिपोर्टें, पत्र-लिपिसियां, संसद के किसी सदन या दोनों सदनों के समक्ष रखी जाने वाली प्रशासनिक तथा अन्य रिपोर्टें, सरकारी कागजात, संधिदाएं, करार, अनुज्ञप्तियां, अनुज्ञापत्र, टेंडर नोटिस तथा टेंडर फॉर्म आदि द्विभाषी रूप में ही जारी की जाएं। किसी प्रकार के उल्लंघन के लिए हस्ताक्षर करने वाले अधिकारी को जिम्मेदार ठहराया जाएगा।

2. अधीनस्थ सेवाओं की सभी परीक्षाओं में अंग्रेजी के अनिवार्य प्रश्नपत्र को छोड़कर शेष विषयों के प्रश्नपत्रों के उत्तर हिंदी में भी देने की छूट दी जाए और ऐसे प्रश्नपत्र अंग्रेजी तथा हिंदी दोनों भाषाओं में उपलब्ध कराए जाएं। साक्षात्कार में भी घातलाप में हिंदी माध्यम की उपलब्धता अनिवार्य रूप से रहनी चाहिए।

केंद्र-सरकार के सभी मंत्रालयों, विभागों तथा उनसे संबद्ध और अधीनस्थ कार्यालयों तथा केंद्र-सरकार के स्वामित्व में या नियंत्रणधीन निगमों, उपक्रमों, बैंकों आदि में सभी सेवाकालीन विभागीय तथा पदोन्नति परीक्षाओं में (अखिल भारतीय स्तर की परीक्षाओं सहित) अभ्यर्थियों को प्रश्न-पत्रों के उत्तर हिंदी में भी देने की छूट दी जाए। प्रश्न-पत्र अनिवार्यतः दोनों भाषाओं (हिंदी और अंग्रेजी) में तैयार कराए जाएं। जहां साक्षात्कार लिया जाना हो, वहां भी प्रश्नों के उत्तर हिंदी में देने की छूट दी जाए।

3. सभी प्रकार की वैज्ञानिक/तकनीकी संगोष्ठियों तथा परिचर्चाओं आदि में वैज्ञानिकों आदि को राजभाषा हिंदी में शोध पत्र पढ़ने के लिए प्रेरित और प्रोत्साहित किया जाए। उक्त शोध-पत्र संबद्ध मंत्रालय/विभाग/कार्यालय आदि के मुख्य विषय से संबंधित होने चाहिए।

4. 'क' तथा 'ख' क्षेत्रों में, सभी प्रकार का प्रशिक्षण, चाहे वह अल्पावधि का हो अथवा दीर्घावधि का, सामान्यतः हिंदी माध्यम से होना चाहिए। 'ग' क्षेत्र में प्रशिक्षण देने के लिए प्रशिक्षण-सामग्री हिंदी और

अंग्रेजी दोनों भाषाओं में तैयार कराई जाए और प्रशिक्षणार्थी की मांग के अनुसार हिंदी या अंग्रेजी में उपलब्ध कराई जाए ।

5. केंद्र-सरकार के कार्यालयों में जब तक हिंदी टंकक व हिंदी आशुलिपिक संबंधी निर्धारित लक्ष्य प्राप्त नहीं कर लिए जाते, तब तक उनमें केवल हिंदी टंकक व हिंदी आशुलिपिक ही भर्ती किए जाए ।
6. अंतरराष्ट्रीय संधियों और करारों को अनिवार्य रूप से हिंदी और अंग्रेजी दोनों भाषाओं में तैयार कराया जाए । विदेशों में निष्पादित संधियों और करारों के प्रामाणिक अनुवाद तैयार कराके रिकॉर्ड के लिए फाइल में रखे जाएं ।
7. राजभाषा नियम, 1976 के नियम 10(4) के अंतर्गत अधिसूचित बैंकों की शाखाओं में निम्नलिखित कार्य हिंदी में किए जाएं - ग्राहकों द्वारा हिंदी में भरे गए आवेदनों और ग्राहकों की सहमति से अंग्रेजी में भरे गए आवेदनों पर जारी किए जाने वाले मांग ड्राफ्ट, भुगतान आदेश, क्रेडिट कार्ड, डेबिट कार्ड, सभी प्रकार की सूचियां, विवरणियां, सार्वधि जमा-रसीदें, बैंक बुक संबंधी पत्र आदि, दैनिक बही, मस्टर, प्रेषण बही, पास बुक, लॉग बुक में प्रविष्टियां, प्राथमिकता प्राप्त क्षेत्र, सुरक्षा ग्राहक सेवा संबंधी कार्य, नए खाते खोलना, लिफाफों पर पते लिखना, कर्मचारियों के यात्रा-भत्ते, अवकाश, भविष्य-निधि, आवास-निर्माण-अग्रिम, चिकित्सा संबंधी कार्य, बैठकों की कार्यसूची-कार्यवृत्त आदि ।
8. विदेश स्थित भारतीय कार्यालयों सहित सभी मंत्रालयों/विभागों आदि की लेखन-सामग्री, नाम-पट्ट, सूचना-पट्ट, फॉर्म, प्रक्रिया संबंधी साहित्य, रबड़ की मोहरें, निमंत्रण-पत्र आदि अनिवार्य रूप से हिंदी-अंग्रेजी में बनवाए जाएं ।
9. भारत सरकार के मंत्रालयों, कार्यालयों, विभागों, बैंकों, उपक्रमों आदि द्वारा असांविधिक प्रक्रिया-साहित्य जैसे नियम, कोड, अनुआल, आमक फॉर्म आदि को अनुवाद कराने के लिए केंद्रीय अनुवाद-ब्यूरो को भेजा जाए ।
10. अनुवाद-कार्य तथा राजभाषा नीति के कार्यान्वयन से जुड़े सभी अधिकारियों/कर्मचारियों को केंद्रीय अनुवाद-ब्यूरो में अनिवार्य अनुवाद-प्रशिक्षण हेतु नामित किया जाए । ऐसे अधिकारियों/कर्मचारियों को भी अनुवाद के प्रशिक्षण पर नामित किया जा सकता है, जिन्हें स्नातक-स्तर पर हिंदी-अंग्रेजी दोनों भाषाओं का ज्ञान हो तथा जिनकी सेवाओं का उपयोग कार्यालय द्वारा इस कार्य के लिए किया जा सकता हो ।
11. भारतीय प्रशासनिक सेवा और अन्य अखिल भारतीय सेवा के अधिकारियों के लिए लाल बहादुर शास्त्री राष्ट्रीय प्रशासन-अकादमी, मसूरी में प्रशिक्षण के दौरान हिंदी भाषा का प्रशिक्षण अनिवार्य रूप से दिया जाता है, ताकि सरकारी कामकाज में वह इसका प्रयोग कर सकें । तथापि, अधिकांश अधिकारी सेवा में आने के पश्चात् सरकारी कामकाज में हिंदी का प्रयोग नहीं करते । इससे उनके अधीन कार्य कर रहे अधिकारियों/कर्मचारियों में सही संदेश नहीं जाता । परिणामस्वरूप, सरकारी कामकाज में हिंदी का प्रयोग अपेक्षित मात्रा में नहीं हो पाता । मंत्रालयों/विभागों/कार्यालयों/उपक्रमों आदि के वरिष्ठ

अधिकारियों का यह संवैधानिक दायित्व है कि वह अपने सरकारी कामकाज में अधिक से अधिक हिंदी का प्रयोग करें। इससे उनके अधीन कार्य कर रहे अधिकारियों/कर्मचारियों को प्रेरणा मिलेगी तथा राजभाषा-नीति के अनुपालन को गति मिलेगी।

12. सभी मंत्रालय/विभाग आदि हिंदी के प्रयोग को बढ़ावा देने के लिए चलाई गई विभिन्न प्रोत्साहन-योजनाओं का अपने संबद्ध एवं अधीनस्थ कार्यालयों में भी व्यापक प्रचार-प्रसार करें ताकि अधिक से अधिक अधिकारी/कर्मचारी इन योजनाओं का लाभ उठा सकें और सरकारी कामकाज में अधिक से अधिक कार्य हिंदी में हो।

13. तिमाही-प्रगति-रिपोर्ट संबंधी सूचना निर्धारित प्रोफार्मा में ई-मेल द्वारा प्रत्येक तिमाही की समाप्ति के अगले माह की 15 तारीख तक राजभाषा-विभाग को उपलब्ध करा दी जाए। इस्ताक्षरित प्रति अलग से भेजी जाए।

14. सरकार की राजभाषा नीति के प्रति अधिकारियों/कर्मचारियों को सुग्राही बनाने की दृष्टि से यह आवश्यक है कि सरकारी कामकाज में राजभाषा हिंदी के कार्यान्वयन में हुई प्रगति की समीक्षा को मात्र राजभाषा-कार्यान्वयन-समिति की बैठकों तक ही सीमित न रखा जाए। इस संबंध में मानीटरिंग को और अधिक प्रभावी और कारगर बनाने के लिए यह जरूरी है कि मंत्रालयों/विभागों/कार्यालयों के प्रशासनिक प्रधानों द्वारा ली जाने वाली प्रत्येक बैठक में इस पर नियमित रूप से विस्तृत चर्चा की जाए और इसे कार्यसूची की एक स्थायी मद के रूप में शामिल किया जाए।

15. प्रशिक्षण और कार्यशालाओं सहित राजभाषा हिंदी संबंधी कार्य कर रहे अधिकारियों/कर्मचारियों को कार्यालय में बैठने के लिए अच्छा व समुचित स्थान भी उपलब्ध कराया जाए ताकि वे अपने दायित्वों का निर्वाह ठीक तरह से कर सकें।

16. राजभाषा-विभाग द्वारा चलाए जा रहे विभिन्न प्रशिक्षण-कार्यक्रमों में मंत्रालय/विभाग/कार्यालय आदि नियमित रूप से अपने कर्मचारियों को नामित करें और नामित कर्मचारियों को निदेश दें कि वे नियमित रूप से कक्षाओं में उपस्थित रहें, पूरी तत्परता से प्रशिक्षण प्राप्त करें तथा परीक्षाओं में बैठें। प्रशिक्षण को बीच में छोड़ने या परीक्षाओं में न बैठने वाले मामलों को कड़ाई से निपटा जाए।

17. अनुवादकों को श्लाक साहित्य, मानक शब्दकोश (अंग्रेजी-हिंदी व हिंदी-अंग्रेजी) तथा अन्य तकनीकी शब्दावलिियां उपलब्ध कराई जाएं ताकि वे अनुवादकार्य में इनका उपयोग करें।

18. सभी मंत्रालय/विभाग/कार्यालय आदि हिंदी में प्रशिक्षण के लिए नामित अधिकारियों/कर्मचारियों के लाभ के लिए "लीला-हिंदी पाठ्यपुस्तक व पाठ्य" आदि सॉफ्टवेयर के उपयोग के लिए कंप्यूटर की सुविधा उपलब्ध करवाएं।

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19. सभी मंत्रालय/विभाग/कार्यालय आदि अपने-अपने दायित्वों से संबंधित विषयों पर हिंदी में मौखिक पुस्तक-लेखन को प्रोत्साहित करने तथा अपने विषयों से संबंधित शब्द-भंडार को समृद्ध करने के लिए आवश्यक कदम उठाएं।

20. सभी मंत्रालय/विभाग/कार्यालय आदि अपने केंद्रीय सेवाओं के प्रशिक्षण-संस्थानों में राजभाषा हिंदी में प्रशिक्षण की व्यवस्था उसी स्तर पर करें जिस स्तर पर लाल बहादुर शास्त्री राष्ट्रीय प्रशासन-अकादमी में कराई जाती है और अपने विषयों से संबंधित साहित्य का सृजन करवाएं, जिससे प्रशिक्षण के बाद अधिकारी अपना कामकाज सुविधापूर्वक राजभाषा हिंदी में कर सकें।

21. सभी मंत्रालय/विभाग/कार्यालय/संस्थान आदि अपने कार्यालय में हिंदी में कार्य का माहौल तैयार करने के लिए हिंदी-पत्रिकाओं का प्रवर्धन कर रहे हैं। इन पत्रिकाओं में विशेषकर उक्त कार्यालयों के सामान्य कार्यों तथा राजभाषा हिंदी से संबंधित आलेख प्रकाशित किये जाएं।

22. नगर राजभाषा वगैरानियमन समितियों की छमाही बैठकों में सदस्य कार्यालय के प्रशासनिक प्रमुख अनिवार्य रूप से भाग लें।

23. सभी मंत्रालय/विभाग अपने संबद्ध/अधीनस्थ कार्यालयों के बारे में वर्ष 2012-13 के वार्षिक कार्यक्रम से संबंधित सम्बन्धित अनुपालन-रिपोर्ट राजभाषा-विभाग को 31 मई, 2013 तक भिजवाना सुनिश्चित करें।

24. सभी मंत्रालय/विभाग/कार्यालय आदि "लीला" अर्थात् लनिंग इंडियन लैंग्वेज थु आर्टिफिशियल इंटेलीजेंस के उपयोग के लिए कम्प्यूटर-सुविधा उपलब्ध कराएँ।

25. कम्प्यूटर पर हिंदी प्रयोग के लिए केवल यूनिकोड एनकोडिंग का प्रयोग किया जाए।

26. राजभाषा-विभाग द्वारा विकसित सॉफ्टवेयर जैसे मंत्रा-राजभाषा (कम्प्यूटर से हिंदी में मशीन अनुवाद) हिंदी सीखने के लिए लीला प्रबोध, प्रवीण और प्राज्ञ के तीन मॉड्यूलों, श्रुतलेखन-राजभाषा (हिंदी वाक से हिंदी-पाठ) और द्विदिशात्मक ई-महाशब्दकोश का प्रयोग किया जाए। राजभाषा-विभाग की वेबसाइट <http://rajbhasha.gov.in> में इन सभी सॉफ्टवेयरों के बारे में सूचना उपलब्ध है।

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अनुसूची-11

राजभाषा अधिनियम, 1963 (967 में यथा संशोधित) की धारा 3(3) के अंतर्गत आने वाले ऐसे कार्यालय की सूची जिन्हें हर हालत में हिंदी और अंग्रेजी दोनों में साथ-साथ जारी किया जाना अपेक्षित है।

1. संकल्प (रिजोल्यूशन)
2. सामान्य आदेश (दो या दो से अधिक अधिकारियों और कर्मचारियों के संबंध में जारी किए जाने वाले आदेश/स्थायी प्रकृति के आदेश)
3. नियम/अधिनियम
4. अधिसूचनाएं
5. प्रशासनिक या अन्य रिपोर्टें
6. संसद के किसी भी सदन या दोनों सदनों में रखे जाने वाले कार्यालय-पत्र
7. ओएस-विज्ञप्ति
8. संविदा (कांटेक्ट)
9. करार ( एग्रीमेंट)
10. लाइसेंस
11. परभिट
12. निविदा-आमंत्रण-सूचना (टेंडर इन्वाइटिंग नोटिस)
13. निविदा-प्रारूप (टेंडर फॉर्म)
14. संसद के किसी सदन या दोनों सदनों में रखे जाने वाले कार्यालय-पत्रों/प्रस्तुत की जाने वाली रिपोर्टों के अलावा अन्य सभी प्रशासनिक रिपोर्टें/आवधिक (पीरियोडिकल) रिपोर्टें

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अनुसूचना - I



भारत सरकार  
GOVERNMENT OF INDIA

2012-13

संघ का राजकीय कार्य हिंदी में करने के लिए

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**हिंदी के प्रयोग के लिए वर्ष 2012-2013 का वार्षिक कार्यक्रम**

क्र.सं.	कार्य विवरण	"क" क्षेत्र	"ख" क्षेत्र	"ग" क्षेत्र
1.	हिंदी में मूल पत्राचार। क क्षेत्र से क क्षेत्र को 100% (तार, बतार, टैलेक्स, फेक्स, ई-मेल आदि सहित)	100%	90%	55%
	क क्षेत्र से ख क्षेत्र को	100%	90%	55%
	ख क्षेत्र से ग क्षेत्र को	65%	55%	55%
	क क्षेत्र से क व ख क्षेत्र के राज्य/संघ के राज्य क्षेत्र के कार्यालय/व्यक्ति	100%	100%	85%
	ख क्षेत्र से क व ख क्षेत्र के राज्य/संघ के राज्य क्षेत्र के कार्यालय/व्यक्ति	100%	100%	85%
	ग क्षेत्र से क व ख क्षेत्र के राज्य/संघ के राज्य क्षेत्र के कार्यालय/व्यक्ति	100%	100%	85%
2.	हिंदी में प्राप्त पत्रों का उत्तर हिंदी में दिया जाना	100%	100%	100%
3.	हिंदी में टिप्पण	75%	50%	30%
4.	हिंदी टंकक, आशुलिपिक की भर्ती	80%	70%	40%
5.	हिंदी में डिक्शनरी/वी गौड पर सीधे टंकण (स्वयं अथवा सहायक द्वारा)	65%	55%	30%
6.	हिंदी प्रशिक्षण (भाषा, टंकण, आशुलिपि)	100%	100%	100%
7.	द्विभाषी प्रशिक्षण सामग्री तैयार करना	100%	100%	100%
8.	जर्नल और मासिक संदर्भ पुस्तकों को छोड़कर, पुस्तकालय के कुल अनुदान में से डिजिटल वस्तुओं अर्थात् हिंदी ई-पुस्तक, सीडी/डीवीडी, पेनड्राइव तथा अंग्रेजी और क्षेत्रीय भाषाओं से हिंदी में अनुवाद पर खर्च की गई राशि सहित हिंदी पुस्तकों आदि की खरीद पर किया गया व्यय	50%	50%	50%
9.	कंप्यूटर सहित सभी प्रकार के इलेक्ट्रॉनिक उपकरणों की द्विभाषी रूप में खरीद	100%	100%	100%
10.	वेबसाइट	100% (द्विभाषी)	100% (द्विभाषी)	100% (द्विभाषी)
11.	नागरिक चार्टर तथा जन सूचना बोर्डों आदि का प्रदर्शन	100% (द्विभाषी)	100% (द्विभाषी)	100% (द्विभाषी)

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- 12.(i) मंत्रालयों/विभागों और कार्यालयों 25%(न्यूनतम) 25%(न्यूनतम) 25%(न्यूनतम)  
द्वारा अपने मुख्यालय से बाहर  
स्थित कार्यालयों का निरीक्षण  
(कार्यालयों का प्रतिशत)
- (ii) मुख्यालय में स्थित 25%(न्यूनतम) 25%(न्यूनतम) 25%(न्यूनतम)  
अनुभागों का निरीक्षण
- (iii) विदेश में स्थित केंद्र सरकार के स्वामित्व वर्ष में कम से कम एक निरीक्षण  
एवं नियंत्रण के अधीन कार्यालयों/उपक्रमों का  
संबंधित अधिकारियों तथा राजभाषा विभाग  
के अधिकारियों द्वारा संयुक्त निरीक्षण
13. राजभाषा संबंधी बैठकें
- (क) हिंदी सत्याहकार समिति वर्ष में 02 बैठकें (न्यूनतम)
- (ख) जंगर राजभाषा कार्यान्वयन समिति वर्ष में 02 बैठकें (प्रति छमाही एक बैठक)
- (ग) राजभाषा कार्यान्वयन समिति वर्ष में 04 बैठकें(प्रति तिमाही एक बैठक)
14. कौड, अनुवाद, फार्म, प्रक्रिया साहित्य 100%  
का हिंदी अनुवाद
15. मंत्रालय/विभाग/कार्यालय/बैंक/उपक्रमों के 'क' क्षेत्र 'ख' क्षेत्र 'ग' क्षेत्र  
ऐसे अनुभाग जहाँ सारा कार्य हिंदी में हो 40% 30% 20%  
(न्यूनतम अनुभाग)

सार्वजनिक क्षेत्र के उन उपक्रमों/निगमों आदि,  
जहाँ अनुभाग जैसी कोई अयधारणा नहीं है,  
में 'क' क्षेत्र में कुल कार्य-क्षेत्र का 40%, 'ख'  
क्षेत्र में 25% और 'ग' क्षेत्र में 15% कार्य  
हिंदी में किया जाए।

अनुसूचना-IV

देश के भाषा-वार "क", "ख" और "ग" क्षेत्र में वर्गीकरण से संबंधित विवरण

- क्षेत्र "क" में बिहार, झारखण्ड, हरियाणा, हिमाचल प्रदेश, मध्य प्रदेश, छत्तीसगढ़, राजस्थान, उत्तर प्रदेश, उत्तराखण्ड-राज्य और अंडमान और निकोबार द्वीप समूह तथा दिल्ली-संघ-राज्य-क्षेत्र आते हैं।
- क्षेत्र "ख" में गुजरात, महाराष्ट्र और पंजाब-राज्य तथा चंडीगढ़-संघ-राज्य-क्षेत्र, दमण और दीव-संघ-राज्य-क्षेत्र एवं दादरा और नगर हवेली-संघ-राज्य-क्षेत्र आते हैं।
- क्षेत्र "ग" में क्षेत्र "क" और "ख" में दर्शाए गए राज्यों और संघ-राज्य-क्षेत्रों से भिन्न राज्य और संघ-राज्य-क्षेत्र आते हैं।

राजस्थान के  
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सं. 12015/13/2011-रा.भा.(सक)

भारत सरकार  
गृह मंत्रालय  
राजभाषा विभाग

लोक नायक भवन,

नई दिल्ली, दिनांक : 17 फरवरी, 2012

8 FEB 2012

प्रेषक - ए.एन.पी. सिन्हा,

सचिव।

सेवा में - सचिव,

सभी मंत्रालय/विभाग, भारत सरकार।

विषय : भारत सरकार एवं उनके अधीनस्थ/सम्बद्ध कार्यालयों एवं उपक्रमों में कंप्यूटरों पर हिंदी में कार्य करना।

महोदय,

राजभाषा अधिनियम 1963 तथा उसके अन्तर्गत जारी किए गए राजभाषा (संघ के शासकीय प्रयोजनों के लिए प्रयोग) नियम, 1976 के उपबन्धों के सही कार्यान्वयन के लिए यह आवश्यक है कि केन्द्र-सरकार एवं उनके अधीनस्थ/सम्बद्ध कार्यालयों एवं उपक्रमों में कंप्यूटरों और कंप्यूटर-सॉफ्टवेयरों में हिंदी में काम करने की पूरी व्यवस्था हो ताकि कर्मियों को हिंदी में काम करने में आसानी हो। इस प्रसंग में निम्न कार्रवाई आवश्यक होगी।

यूनिकोड एनफोर्सिंग

2 हिंदी में कार्य करने में एक गंभीर समस्या है, विभिन्न सॉफ्टवेयरों में प्रयुक्त (used) फॉन्ट्स का कम्पैटिबल (compatible) न होना। इस कारण हिंदी की फ़ाइलों को, अंग्रेज़ी की तरह आसानी से एक कंप्यूटर से दूसरे कंप्यूटर पर, आदान-प्रदान (transfer) नहीं कर पाते हैं। हिंदी-पाठ (text) को दूसरे सॉफ्टवेयर में जोड़ने (paste) में भी समस्या आती है। अतः भारत सरकार ने यूनिकोड एनफोर्सिंग को मान्यता दी है जो अंतर्राष्ट्रीय मानक है। इससे हिंदी तथा अन्य भारतीय भाषाओं में कंप्यूटर पर अंग्रेज़ी की तरह ही सरलता से सभी कार्य किये जा सकते हैं, जैसे - वर्ड प्रोसेसिंग, डाटा प्रोसेसिंग, ई-मेल, वेबसाइट निर्माण आदि। हिंदी में बनी फ़ाइलों का आसानी से आदान-प्रदान तथा हिंदी की-वर्ड पर गूगल या किसी अन्य सर्च इंजन में सर्च कर सकते हैं।

3 इसी सभी मंत्रालय एवं अधीनस्थ कार्यालय/उपक्रम केवल यूनिकोड कम्प्लाइंट फॉन्ट्स एवं यूनिकोड के अधीनस्थ सॉफ्टवेयर का ही प्रयोग करें। यूनिकोड को install/use करना बहुत आसान है। इसकी जानकारी राजभाषा-विभाग की साइट (<http://rajbhasha.gov.in>) पर उपलब्ध है।

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#### इंस्क्रिप्ट एवं फोनेटिक की-बोर्ड

4. कंप्यूटरों पर हिंदी में कार्य करने के लिए तीन की-बोर्ड विकल्प हैं - रेमिंगटन, इंस्क्रिप्ट तथा फोनेटिक। हालांकि अभी तक रेमिंगटन की-बोर्ड पूर्व से प्रचलित होने के कारण (popular) है, मुसामा में इंस्क्रिप्ट में हिंदी-टंकण सीखना बहुत आसान है। इंस्क्रिप्ट ले-आउट भारत-सरकार का मानक होने की वजह से सभी ऑपरेटिंग सिस्टम में डिफॉल्ट में, यानि पहले से मौजूद रहता है। साथ ही किसी भी एक भाषा में इंस्क्रिप्ट की-बोर्ड सीखने पर, सभी भारतीय भाषाओं में आसानी से टंकण कर सकते हैं। अतः मात्र रेमिंगटन की-बोर्ड पर प्रशिक्षित पुराने कर्मचारी, जिनका सेवाकाल केवल 2 वर्ष बचा हो, रेमिंगटन में टंकण करें। शेष सभी इंस्क्रिप्ट का ही प्रयोग करें। (<http://ildc.in>) पर इंस्क्रिप्ट सीखने के लिए क्यूटर उपलब्ध है।

5. सभी कंप्यूटरों के साथ केवल द्विभाषी की-बोर्ड की ही खरीद की जाए, जिसमें इंस्क्रिप्ट की-बोर्ड ले-आउट अवश्य हो।

6. 1 अगस्त, 2012 से सभी नई भर्तियों के लिए टाइपिंग परीक्षा इंस्क्रिप्ट की-बोर्ड पर लेना अनिवार्य हो। सभी प्रशिक्षण-संस्थाएँ हिंदी टाइपिंग का प्रशिक्षण केवल इंस्क्रिप्ट की-बोर्ड पर ही दें।

7. उल्लेखनीय है कि फोनेटिक की-बोर्ड से, हिंदी-टंकण से अनभिज्ञ अधिकारी, रोमन स्क्रिप्ट का उपयोग करते हुए, हिंदी में आसानी से टंकण कर सकते हैं।

#### द्विभाषी सॉफ्टवेयर एवं वेबसाइट

8. सॉफ्टवेयर खरीदते या विकसित-करावाते समय यह सुनिश्चित करें उसमें हिंदी में कार्य करने की पूर्ण सुविधा हो। किसी सफ्टवेयर खरीदते से, जैसे वैज्ञानिक कार्यों के लिए, हिंदी सॉफ्टवेयर उपलब्ध न हो सके तो ऐसे मामलों राजभाषा-विभाग की जानकारी में लाएं।

9. सभी संभारण अपनी एवं अपने अधीनस्थ कार्यालयों/उपकर्मों की वेबसाइट द्विभाषी करायें तथा उनका updation हिंदी में भी, यूनिफोड कम्पाएन्ड फॉन्ट में करायें।

#### जीला सॉफ्टवेयर (हिंदी स्वयं-शिक्षण)

10. इंटरनेट पर जीला (LILA-LEARN Indian Languages through Artificial Intelligence) हिंदी स्वयं-शिक्षण पैकेज के पाठ्यक्रम कई भाषाओं (अंग्रेज़ी, कन्नड़, मलयालम, तमिल, तेलुगु, बंगला, असमी, उडिया, मणिपुरी, मराठी, पंजाबी, कश्मीरी, गुजराती, नेपाली तथा बोडो) के माध्यम से हिंदी सीखने के लिए, निःशुल्क उपलब्ध (<http://Rajbhasha.gov.in>) है।

11. लीला में हिंदी सीखने के लिए प्राप्त एक मल्टीमीडिया कंप्यूटर और इंटरनेट कनेक्शन आवश्यक है। पहली बार रजिस्ट्रेशन कराया पर्याप्त है। हिंदी अक्षर लिखने का पाठ ग्राफिक्स के जरिये है। 'रिकॉर्ड एंड कंपैयर' सुविधा से प्रयोगकर्ता अपना उच्चारण मानक उच्चारण से मिलान कर सकता है। डीजर मॉड्यूल के जरिये संशोधित उत्तर प्राप्त किए जा सकते हैं। 'फ्री एवं कंट्रोल लर्निंग' का विकल्प भी है।

#### श्रुतलेखन - राजभाषा (हिंदी में हिन्दी)

12. श्रुतलेखन-राजभाषा एक स्पीकर - इनडिपेंडेंट, हिंदी स्पीच रिकग्निशन सिस्टम है, जो बोली गई भाषा (dictation) को डिजिटाइज करके इनपुट के रूप में लेता है और वायटपुट एक स्ट्रीम ऑफ टेक्स्ट (यूनीकोड के अनुरूप) के रूप में देता है। इसका प्रयोग करें एवं फ्रीडबैक दें।

#### मंत्र-राजभाषा (अंग्रेजी से हिंदी में अनुवाद)

13. 'मंत्र-राजभाषा' की सहायता से प्रशासनिक, विज्ञान, कृषि, लघु उद्योग, स्वास्थ्य-सुरक्षा, सूचना प्रौद्योगिकी, बैंकिंग तथा शिक्षा-क्षेत्र में अंग्रेजी के परिपत्रों, आवेदनों, कार्यालय-ज्ञापनों, संकल्प आदि का हिंदी-अनुवाद कर सकते हैं। 'मंत्र-राजभाषा' इंटरनेट (<http://rajbhasha.gov.in>) तथा स्टैंडअलोन दोनों वर्जन में उपलब्ध है। स्टैंडअलोन वर्जन को डाउनलोड करने की सुविधा भी है।

14. प्राप्त फ्रीडबैक के अनुसार इस पैकेज द्वारा अनुवाद का स्तर आशा के अनुरूप नहीं है। इसका एक कारण शब्दों एवं वाक्यों का व्यापक कॉर्पस का न होना है। अतः इस पैकेज को इस्तेमाल करें और फ्रीडबैक दें, ताकि मंत्र को बेहतर बनाया जा सके।

15. विकल्प में 'गूगल ट्रांसलेशन' का प्रयोग करें। 'गूगल ट्रांसलेशन' सभी तरह के अनुवाद (हिंदी, जंगला, कन्नड़, तमिल, वेपुलू, उर्दू से अंग्रेजी में एवं vice versa) तेज गति से करता है। गूगल में अकाउंट बनाकर अनुवाद करने पर, गूगल अनुयायित वाक्यों को मेमोरी में ले लेता है, जिससे भविष्य में समान पाठ (text) आने पर सही अनुवाद देता है।

#### ई-महाशब्दकोश

16. प्रशासनिक, विज्ञान एवं बैंकिंग, कृषि, उद्योग, स्वास्थ्य-सुरक्षा, सूचना-प्रौद्योगिकी, विधि, पर्यटन तथा शिक्षा-क्षेत्र के शब्दकोश नि:शुल्क <http://rajbhasha.gov.in> पर उपलब्ध हैं। इसकी मुख्य विशेषताएँ हैं - शर्ष एवं संबंधित जानकारी, द्विभाषी एवं द्विभाषायामी उच्चारण सहित शब्दकोश, खोजे गये शब्द का उच्चारण तथा संबंधित जानकारी, यूनीकोड कंप्यूटर फॉन्ट। इसका उपयोग करें एवं फ्रीडबैक दें।

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राजभाषा विभाग का प्रथम अर्धवार्षिक रिपोर्ट

17. उपर वर्णित IT दूरस के प्रयोग में कठिनाई के समाधान आदि के लिए राजभाषा-विभाग ने गुगल ग्रुप (<http://groups.google.com/group/rajbhashavibhag-resolution>) तथा फेसबुक पेज (<http://facebook.com> पर 'राजभाषा-विभाग') बनाया है। इनको सवस्य बनकर लाभ उठाये।

तिमाही एवं वार्षिक रिपोर्टों की ऑनलाइन ऑनिलरिंग

18. राजभाषा-विभाग तिमाही-अर्धवार्षिक-रिपोर्ट एवं वार्षिक प्रत्याफल-रिपोर्ट की ऑनलाइन करने के लिए MIS सॉफ्टवेयर बना रहा है। इससे देशभर के कार्यालयों से ऑनलाइन रिपोर्ट प्राप्त होगी एवं समय पर MIS मिल सकेगी। उल्लेखनीय है कि कई मराकास (नगर-राजभाषा-कार्यान्वयन-समितियां) ऐसे MIS स्वयं विकसित कर व्यवहार में ला रही हैं।

19. सभी मंत्रालयों/विभागों से अनुरोध है कि उपर्युक्त के अनुसार त्वरित कार्रवाई करें तथा अपने सम्बद्ध/अधीनस्थ कार्यालयों एवं उपक्रमों, राष्ट्रियकृत बैंकों आदि द्वारा इनका पालन सुनिश्चित कराएं। उपरोक्त आई.टी. दूरस के अधिक उपयोग एवं फीडबैक से, इनमें निरंतर सुधार लाया जा सकेगा। आपकी सुविधा के अनुसार राजभाषा-विभाग कार्य के समय प्रेजेंटेशन देगा।

भाषा विभागी  
(ए.एन.पी. सिन्हा)

प्रतिकृति आवश्यक कार्यालयों को

- (क) केन्द्र-सरकार के राष्ट्रीय संघ/अधीनस्थ कार्यालय, उपक्रम, विनिय संस्था के प्रमुख आदि।
- (ख) सभी नगराक्षी के संघ/राज्य/क्षेत्रीय कार्यान्वयन कार्यालय
- (ग) सवस्य, सभी मंत्रालयों/विभागों के तिमाही सलाहकार समिति

प्रतिकृति:

(क) निदेशक, केंद्रीय शिक्षण-संस्थान तथा निदेशक, केंद्रीय अनुवाक-न्यूरो को बते हुए अनुरोध है कि सभी प्रशिक्षण-कार्यक्रमों में उक्त IT Tools का पूर्ण-आवृत्त प्रयोग करें। साथ ही यथासंभव प्रशिक्षण कंप्यूटर पर हो।

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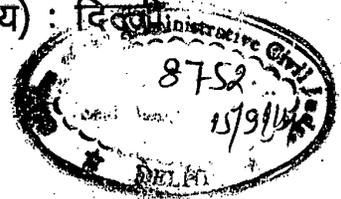
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कार्यालय जिला एवं सत्र न्यायाधीश (मुख्यालय) : दिल्ली

संदेश

हिन्दी दिवस 2014



जैसा कि आपको विदित ही होगा कि दिल्ली राजभाषा अधिनियम, 2000 राष्ट्रीय राजधानी क्षेत्र दिल्ली में दिनांक 26.01.2004 से प्रभावी हो चुका है, जिसमें हिन्दी को प्रथम राजभाषा का दर्जा दिया गया है। ऐसी परिस्थितियों में हिन्दी भाषा के प्रचार-प्रसार का उत्तरदायित्व हम सभी पर है।

प्रायः देखा गया है कि कर्मचारी दिन-प्रतिदिन के सरकारी कामकाज में अंग्रेजी भाषा का अशुद्ध व गलत प्रयोग करते हैं जबकि राजभाषा हिन्दी का प्रयोग कर इन गलतियों व त्रुटियों से बचा जा सकता है। राजभाषा हिन्दी का प्रयोग कर हम सरकारी कामकाज को और अधिक बेहतर तरीके से पूरा कर सकते हैं। अतः आइए इस पावन अवसर पर हम सब मिलकर अपनी राजभाषा हिन्दी को पूरे मनोयोग से अपनाएँ तथा सरकारी कामकाज में इसका अधिकाधिक प्रयोग करते हुए अपने देश का, न्यायपालिका का और अपना गौरव बढ़ाएँ।

जय हिंद।

अ. चावला  
(अनिल कुमार चावला)

जिला एवं सत्र न्यायाधीश (मुख्यालय),  
तीस हजारी न्यायालय परिसर, दिल्ली।

दिल्ली, दिनांक 12/9/14

संख्या 27701-28401 / हिंदी / 237 / 2014  
संदेश की प्रतिलिपि निम्नलिखित को प्रेषित की जाती है:-

1. समस्त माननीय जिला एवं सत्र न्यायाधीश, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर दिल्ली/नई दिल्ली।
  2. न्यायिक अधिकारी, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर दिल्ली/नई दिल्ली।
  3. समस्त वरिष्ठ प्रशासनिक अधिकारी (न्यायिक), प्रशासनिक अधिकारी (न्यायिक) व अनुभाग प्रभारी, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी, द्वारका व साकेत न्यायालय परिसर दिल्ली/नई दिल्ली।
  4. वेबसाइट समिति, जिला न्यायालय दिल्ली।
- कृपया ध्यान दें :- आप सभी से अनुरोध है कि उपरोक्त संदेश से अपने अधीनस्थ सभी कर्मचारियों को अवश्य अवगत करवाएँ।

अरुण आर्य  
12/9/14

(अरुण कुमार आर्य)  
अतिरिक्त जिला एवं सत्र न्यायाधीश, दिल्ली  
अध्यक्ष, केन्द्रीय हिंदी कार्यान्वयन समिति,  
जिला न्यायालय दिल्ली।

Handwritten notes: कर्म-कर्म-कार्यवाही, कृपया अवगत करें, 15/09/14

Handwritten signature: S. Jaisankar, 19/9/14

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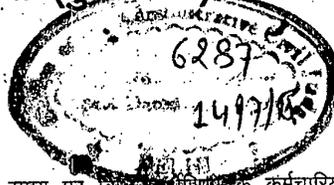
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Hindi

## कार्यालय जिला एवं सत्र न्यायाधीश (मुख्यालय) : दिल्ली

परिपत्र



जैसा कि जिला न्यायालय दिल्ली की स्थापना में समय-समय पर विभिन्न दिशाओं के कर्मचारियों के लिए परिपत्र/दिशा-निर्देश इत्यादि जारी किए जाते हैं जोकि मुख्यतः अंग्रेजी भाषा में होते हैं। जिला न्यायालय दिल्ली की स्थापना में राजभाषा हिन्दी के प्रचार-प्रसार की दिशा में माननीय जिला एवं सत्र न्यायाधीश (मुख्यालय), दिल्ली के आदेश दिनांक 25.04.2015 के अनुसार आपसे यह सुनिश्चित करने का अनुरोध किया जाता है कि भविष्य में सभी वर्गों के कर्मचारियों के संबंध में जारी किए जाने वाले परिपत्र/दिशा-निर्देश इत्यादि द्विभाषी (Bilingual) रूप में अर्थात् अंग्रेजी-हिन्दी भाषा में जारी किए जाएँ।

इस कार्य हेतु आप केन्द्रीय हिन्दी कार्यान्वयन समिति, जिला न्यायालय दिल्ली के तहत स्थापित राजभाषा हिन्दी अनुभाग से भी सहयोग प्राप्त कर सकते हैं।

*(Handwritten signature)*

(अरूण कुमार आर्य)

प्रधान न्यायाधीश, परिवार न्यायालय, नई दिल्ली/  
अध्यक्ष, केन्द्रीय हिन्दी कार्यान्वयन समिति,  
जिला न्यायालय दिल्ली।

संख्या 19884-25084 / हिन्दी/237/2015

दिल्ली, दिनांक 13/7/2015

सूचना एवं आवश्यक कार्यवाही हेतु परिपत्र की प्रतिलिपि निम्नलिखित को प्रेषित की जाती है:-

- 1 समस्त माननीय जिला एवं सत्र न्यायाधीश, पूर्व, उत्तर-पूर्व, शाहदरा, पश्चिम, उत्तर, उत्तर-पश्चिम, नई दिल्ली, दक्षिण, दक्षिण-पूर्व, दक्षिण-पश्चिम, दिल्ली/नई दिल्ली (इस अनुरोध सहित कि इस परिपत्र से सभी संबंध अधिकारियों व कर्मचारियों को अवगत करवाएं)।
- 2 माननीय प्रभारी न्यायाधीश, प्रशासन अनुभाग-एक, दो व तीन, केन्द्रीय जिला, तीस हजारी न्यायालय परिसर, दिल्ली।
- 3 कार्यालय मुख्य महानगर दण्डाधिकारी/अतिरिक्त मुख्य महानगर दण्डाधिकारी, केन्द्रीय जिला, तीस हजारी न्यायालय परिसर, दिल्ली।
- 4 प्रशासनिक दीवानी न्यायाधीश, केन्द्रीय जिला, तीस हजारी न्यायालय परिसर, दिल्ली।
- 5 आहरण एवं संवितरण अधिकारी, लेखा अनुभाग, केन्द्रीय जिला, तीस हजारी न्यायालय परिसर, दिल्ली।
- 6 अध्यक्ष/सदस्यगण, समितियाँ, केन्द्रीय जिला, तीस हजारी न्यायालय परिसर, दिल्ली।
- 7 समस्त वरिष्ठ प्रशासनिक अधिकारी (न्यायिक)/ प्रशासनिक अधिकारी (न्यायिक)/अनुभाग प्रमुख, केन्द्रीय जिला, तीस हजारी न्यायालय परिसर, दिल्ली।
- 8 वरिष्ठ लेखा अधिकारी/लेखा अधिकारी, लेखा अनुभाग, देखरेख अधिकारी, देखरेख अनुभाग, प्रभारी पुस्तकालय, (केन्द्रीय जिला), तीस हजारी न्यायालय परिसर, दिल्ली।
- 9 वेबसाइट समिति अंग्रेजी/हिन्दी, तीस हजारी न्यायालय, दिल्ली।

(मुकेश कुमार गुप्ता)

अतिरिक्त जिला एवं सत्र न्यायाधीश, दिल्ली/  
वरिष्ठ सदस्य,  
केन्द्रीय हिन्दी कार्यान्वयन समिति,  
जिला न्यायालय दिल्ली।

समस्त कर्मचारियों  
को क्षामित करने  
के लिये

14/7/15  
वरिष्ठ न्यायिक अधिकारी

52 Jaire Singh  
14/7/15

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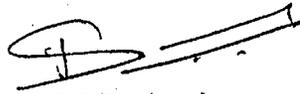
**DIRECTION FOR  
A.O.(JUDICIAL) / BRANCH  
INCHARGES ETC.**

(36)

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.**

**CIRCULAR**

It has been brought to my notice that some Administrative Officers, Superintendents and Branch Incharges are not coming to the office in time. Being overall Incharge of the Branch where they are posted, they are expected to be present by 9.30 a.m. or at the most by 9.45 a.m. to ensure the presence of the staff members working in their Branches so that the attendance sheet of the staff is sent to the Leave Department by 10.15 a.m.

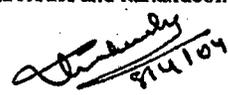


(J.P. Singh)  
DISTRICT & SESSIONS JUDGE : DELHI.

No. 2407-22282 /Admn./2004 Delhi, Dated the 18/4/04

Copy forwarded for information and necessary action to :-

1. The Judge Incharge, Patiala House Courts, New Delhi.
2. The Judge Incharge, Karkardooma Courts, Shahdra, Delhi.
3. The Officers Incharge, Pool Cars, Copying Agencies, Record Room, Accounts, General, Library, Purchase Cell, Administration, Judicial and Care Taking Branch.
4. The Controlling Officers Pool Car, Tis Hazari, Patiala House and Karkardooma Courts, Delhi.
5. All the Judicial Officers, Tis Hazari, Patiala House and Karkardooma Courts.
6. The Chief Metropolitan Magistrate, Delhi.
7. The Judge, Small Cause Courts, Delhi.
8. The Administrative Civil Judge, Delhi.
9. All the Superintendents, Tis Hazari, Patiala House and Karkardooma Courts.
10. All the Branch Incharges, Tis Hazari, Patiala House and Karkardooma Courts.
11. The Incharge, Care Taking Branch, Delhi.
12. The Notice Board, Tis Hazari, Patiala House and Karkardooma Courts.



SUPERINTENDENT (ADMN.)  
DISTRICT & SESSIONS JUDGE'S OFFICE:  
DELHI.

37

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**C I R C U L A R**

The court officials should not enter the court premises before 9.00 AM and shall leave court premises positively by 6.00 PM.

If some official wants to sit late, he shall seek prior permission from his Presiding Officer in writing.

  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge : Delhi

F.1(3)/2005/ 22196 - 556

Dated, Delhi the 15/3/05

**Copy forwarded for information and necessary action to :-**

1. Judge Incharge, KKD Courts / Patiala House Courts, Delhi.
2. The Chief Metropolitan Magistrate / Administrative Civil Judge, Delhi.
3. All the Judicial Officers,  
Tis Hazari / Patiala House Courts / KKD Courts, Delhi.
4. All the Administrative Officers / Superintendents / Branch Incharge  
Tis Hazari / Patiala House Courts / KKD Courts, Delhi.
5. Web-Site Committee, Karkardooma Courts, Delhi.
6. The Reader to District & Sessions Judge, Delhi

  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge : Delhi

38

## OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

### ORDER

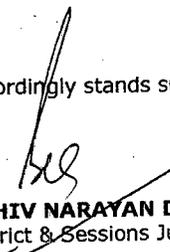
The matters listed below are of formal nature and need not to be put up before the H.O.D. These matters shall hereafter be disposed off at the level of Superintendents. The matter relating to Administration I, II & III shall be disposed off by **Sh. S. P. Bansal** Superintendent (Admn I) and that of Group 'D' including Drivers and Process Servers shall be disposed off by **Sh. P. C. Pardesi**, Superintendent (Admn IV).

1. Deployment of Group 'B', 'C' and 'D' employees in the courts in casual absence of the regular court staff.
2. Reminders to Judges for calling ACRs.
3. Previous ACRs of the officials to be called.
4. Letters for calling comments.
5. Change of Addresses and Surnames.
6. Addition of qualifications / Degrees.
7. Permission for further studies.
8. Verification of Residential Addresses.
9. No Objection Certificates for passport.
10. Cancellation of endorsements.
11. Issuance of service certificates.
12. Verifications of residential addresses.
13. Intimation / permission for obtaining loans.
14. Forwarding of Application forms for Govt. Accommodation to the Land & Building Department and Directorate of Estate.
15. Forwarding of applications to other Govt. Departments for high posts and higher scales.
16. Permission for membership for cooperative Society
17. Statement showing the pensioners due to retire
18. Regularization of Govt. accommodation.

The following matters shall however be put up before the H.O.D. for appropriate orders: -

1. Grievances of Group 'C' and 'D' staff of the District courts.
2. Permission for acquiring property / car etc.
3. Allotment of Government flats at KKD court complex.
4. Permission to leave the country.

This office order no. F.1(3)/2005/20504-884 dated 09.03.05 accordingly stands superceded.

  
(SHIV NARAYAN DHINGRA)  
District & Sessions Judge : Delhi

OFFICE OF THE DISTRICT AND SESSIONS JUDGE : DE

C I R C U L A R

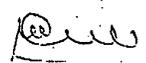
It has come to my notice that directions contained in the circular no. 62799-849/DJ/SO/PRO dated 25.8.2006 are not being followed by the Administrative Officers, Superintendents and Branch Incharges scrupulously.

All the Administrative Officers, Superintendents, Branch Incharges are again directed to remain present in their respective branch, till the time undersigned sits in the office beyond 5.00 P.M. or depute one official well conversant to remain present in Branch rotationally.

If Administrative Officers, Superintendents and Branch Incharges are not in a position to stay owing emergent exigencies, they shall prepare a roaster of such officials who shall remain present in Branch. Copy of the roaster shall be submitted on the 1st of every month.

Other directions contained in circular dated 25.8.2006 shall remain same and be adhered to strictly.

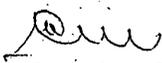
1-12-2006

  
(V.B. Gupta)  
District & Sessions Judge,  
Delhi.

No. 92658-708 /DJ-I/SO/PRO/2006 Dated Delhi the 01/12/06

Copy forwarded for information and necessary action to:-

1. All the Administrative Officer, Superintendents and Branch Incharges, Tis Hazari Courts, Delhi.
2. The Branch Incharge, Caretaking Branch, Tis Hazari, Delhi. He shall furnish the duty roaster.
3. The Caretaker, Tis Hazari, Delhi.

  
District & Sessions Judge,  
Delhi.

40

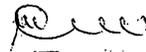
OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.

ORDER

All the Administrative Officer, Superintendents, Branch In charges are hereby directed that at the end of the month, they shall issue a certificate to the effect that during the month total Nos. of files dealt by them and disposed off and total Nos. of files pending with them.

Non-compliance of the direction shall be viewed seriously.

19.12.06

  
(V. B. Gupta)  
District & Sessions Judge  
Delhi.

No. 98214-314 /Admn.I/ SO/06

Dated, Delhi the 19/12/06

**Copy forwarded for information and necessary action to:-**

All the Administrative Officer, Superintendent, Branch Incharges at Tis Hazari, Patiala House, Karkardooma and Rohini Courts, Delhi.

  
District & Sessions Judge  
Delhi.

(4)

6955  
11/7/09

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE : DELHI.**

**CIRCULAR**

In supersession of order no. 77202-277/DJ-I/2009 dated 3.7.2009, It is impressed upon the Administrative Officers, Superintendents, Branch Incharges, Senior Account Officer, Assistant Account Officer of the following Branches/Offices that they shall remain present in their respective Branches/Offices till 6.00 P.M. and they shall also depute at least one official well conversant alongwith them and as far as possible female staff may not be detained beyond 5.00 P.M.

- 1. Judicial Branch
- 2. Administration Branch
- 3. Vigilance & Litigation Branch
- 4. Accounts Branch
- 5. General Branch
- 6. Computer Branch

Non compliance of aforementioned directions shall be viewed seriously and would entail strict action against the Officer/official at fault.

10.7.2009

*(Signature)*  
(G.P. Mittal) 10/7/09  
District Judge-I & Sessions Judge  
Delhi.

No. 83661-731 /DJ-I/2009

Dated Delhi the 10/7/09

Copy forwarded for information and necessary action to :

- 1. All the Officer Incharge/Controlling Officer of Branches/Offices at Tis Hazari Courts, Delhi.
- 2. The Administrative Civil Judge(Central), Tis Hazari Courts, Delhi.
- 3. All the Administrative Officers, Superintendents, Branch Incharges, Account Officer, Assistant Account Officers, Public Relations Officer and Assistant Public Relations Officer at Tis Hazari Courts, Delhi.
- 4. Web Site Committee.

*So as to inform*  
*Be careful*  
*the ALA*  
*M. J. J.*  
*11/7/09*  
*Sn. Asstt*

*(Signature)*  
District Judge-I & Sessions Judge

(42) 719

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.**

**ORDER**

During the course of surprise visit of various branches, it has come to the notice of the undersigned that Superintendents and staff posted with them are not adhering to the office timings.

Superintendents of the following branches are hereby directed to reach office along with one official who is well conversant with all the matters of the branch, by 09.45 A.M.

1. Administration Branch
2. Judicial Branch
3. General Branch
4. Caretaking Branch
5. Vigilance and Litigation Branch

*Non compliance of the orders shall be considered deliberate insubordination and disciplinary action shall be taken against the officer/official at fault.*

  
(G.P. Mittal)

District Judge-I & Sessions Judge,  
Delhi.

No. 21268-776 Admn.-II/2010 Dated Delhi the 22 MAR 2010

**Copy forwarded for information and necessary action to :-**

1. Superintendents, Administration-I to III, Judicial Branch, General Branch, Caretaking Branch, Vigilance and Litigation Branch, Tis Hazari Courts(Central Distt.), Delhi.
2. Office of the Id. District Judge-I & Sessions Judge, Delhi, Room No. 302-A, Tis Hazari Courts, Delhi.

  
(Durga Prasad)  
Superintendent  
Administration I to III

43

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**ORDER**

It is impressed upon the Administrative Officers, Superintendents, Branch In-charges, Senior Account Officer, Assistant Account Officer of the following Branches/Offices(Central District) that they shall remain present in their respective Branches/Offices till the undersigned is in the office or they shall depute at least one official well conversant with work of the branch.

- 1 Judicial Branch
- 2 Administration Branch, I, II & III
- 3 Vigilance & Litigation Branch
- 4 Accounts Branch
- 5 General Branch
- 6 Computer Branch

*Sunita Gupta*  
(Sunita Gupta)

District & Sessions Judge : Delhi

No. 1735-753 /Admn.I/2012 Dated, Delhi the 05 JAN. 2012

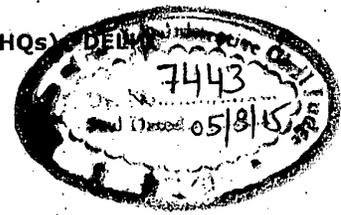
Copy forwarded for information & necessary action to :-

- 1 The Officer In-charge/Controlling Officer of above said Branches/Offices at Tis Hazari Court, Delhi.
- 2 The Administrative Civil Judge, Central, Tis Hazari Court, Delhi.
- 3 The Administrative Officers, Superintendents, Branch Incharges, Accounts Officer, Assistant Account Officer, Public Relation Officer and Assistant Public Relation Officer at Tis Hazari Court, Delhi.
- 4 The P.S. to District & Sessions Judge, Delhi.
- 5 The Website Committee, Hindi & English, Tis Hazari Court, Delhi.

*Sunita Gupta*  
District & Sessions Judge : Delhi

(44)

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



**CIRCULAR**

It has been brought to the notice of the undersigned that the Officer Incharges/Chairpersons/Administrative Officers/Branch Incharges of the Administrative Branches/Committees, Central District, Tis Hazari Courts, Delhi are corresponding with the Branches of other Districts directly, without even endorsing a copy of the communication to the office of the concerned Ld. District Judges, as a result of which a number of important communications could not be brought to the notice of the concerned Ld. District Judges for their necessary action (s).

It is therefore, impressed upon all the Officer Incharges/Chairpersons/Administrative Officers/Branch Incharges, Central District, Tis Hazari Court, Delhi to not to make any official communication directly to the Branches of other Districts and all the communications be addressed to the concerned Ld. District Judges, under instructions of the undersigned.

*(Signature)*  
**(A.K. Chawla)**  
**District & Sessions Judge (HQs)**  
**Delhi.**

No. 21845-21995 /Misc./2015 Dated, Delhi the 05/08/2015

Copy forwarded for information and necessary action to :-

1. The District & Sessions Judges, North, North-West, West, New Delhi, East, North-East, Shahdara, South, South-East and South West Districts, Delhi/New Delhi.
2. All the Officer Incharges/Chairpersons at Central District, Tis Hazari Court Complex, Delhi.
3. The Administrative Officers (Judicial)/Branch Incharges at Central District, Tis Hazari Court, Delhi.
4. Website Committee, Tis Hazari Court, Delhi.

*(Signature)*  
**District & Sessions Judge (HQs)**  
**Delhi.**

*Copy to be supplied to all officials*  
*D*  
*05/08/15*

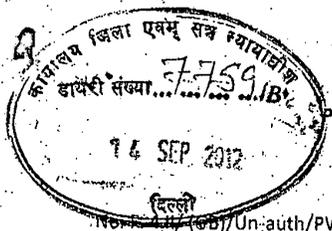
Estt Seal

45

# GOVT. ACCOMMODATION

46

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GOVERNMENT OF NCT OF DELHI  
 PUBLIC WORKS DEPARTMENT & HOUSING  
 5<sup>TH</sup> LEVEL "B" WING  
 DELHI SECRETARIAT: NEW DELHI

No. F. 4 II/ (GB)/Un-auth/PWD/2012/ 10673-10722

Dated:- 13/9/12

To  
 All Head of the Departments,  
 Govt. of NCT of Delhi,

Sub: - Initiation of disciplinary proceeding against Govt. Servant in case of subletting of Govt. Residence.

Sir / Madam,

I am to draw your kind attention to the provision of Rule 15-A of Central Civil Services (Conduct) Rule 1964 and also to the order dated 29/11/1996 passed by Hon'ble Supreme Court of India in Writ Petition No. 525 of 1994 (S. B. Tiwari V/s Unions of India & Others) vide which it has been directed that disciplinary proceeding be initiated against the Govt. Servant who sublet their accommodation allotted to them by the Government. It was also directed that the finding of the Directorate of Estate regarding subletting shall be obligatory for the disciplinary authority of the department concerned to initiate disciplinary proceeding against the concerned delinquent Govt. Servant under Rule 14 of CCS (CCA) Rule 1965.

Since the disciplinary proceedings in such cases would be initiated on a charge of grave misconduct, the competent Authority may consider placing the delinquent Government servant under suspension [G.I., Dept. of Per. & Trg., O.M. No. F. 11012/2/97-Estt. (A), dated the 31<sup>st</sup> December, 1997. ]

It is, therefore, reiterated that provision of Rule 15-A of CCS (Conduct) Rule 1964 and direction of the Hon'ble Supreme Court may kindly be circulated among all the employees of the department.

*Handwritten notes:*  
 DSS  
 14/9/12  
 o/c (Admn. II II)

*Signature*  
 (DR. R. C. MEENA)  
 SPL. SECRETARY (PWD)

No. F. 4 II/ (GB)/Un-auth/PWD/2012/ 10673-10722

Dated:- 13/9/12

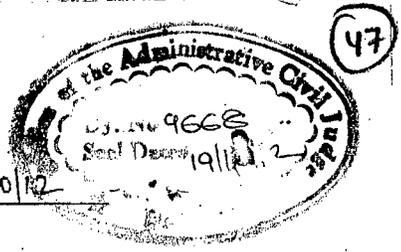
Copy for Information to:-

- 1: PS to Chief Secretary, Delhi, Govt. of NCT of Delhi, 5<sup>th</sup> Level, A-Wing, Delhi Secretariat, New Delhi.

*Signature*  
 SPL. SECRETARY (PWD)

735

[44170-880]



No. 44170-880 / Admn./Misc./2012 Dated, Delhi the 17/10/12

Copy forwarded for information and necessary action to :-

1. The District Judge & Addl. Sessions Judges, I/C, North, West/New Delhi/East/ North-East/North-West/South West/South-South East, Delhi/New Delhi.
2. All the Judicial Officers, Delhi/New Delhi with the request to convey the above instructions to the staff working under their control.
3. All the AO/Superintendents/Branch In-charges, Delhi/New Delhi to convey the above instructions to the staff working under their control.
4. The Personal Office of District & Sessions Judge, THC, Delhi.
5. PRO/APRO, Delhi/New Delhi.
6. Web-site Committee, Tis Hazari Courts, Delhi.
7. The Dealing Official, Server Room No.207, Tis Hazari Courts, Delhi.

*[Handwritten signature]*  
17/10/12

(V.K. MAHESHWARI)  
Addl. District & Sessions Judge/  
Officer Incharge, (Admn.I),  
Tis Hazari Courts,  
Delhi.

All staff to please  
note.

*[Handwritten signature]*  
18/10/12

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19/10/12

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19/10/12

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19/10/12

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18/10/12

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19/10/12  
1252

*[Handwritten signature]*  
19/10/12

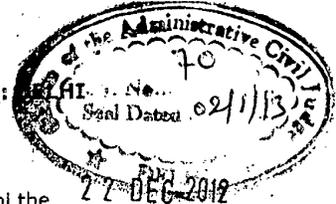
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19/10/12

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19-10-12

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19/10/12

48

OFFICE OF THE DISTRICT & SESSIONS JUDGE:



No. 52004-144 / Admn.I/Misc./2012

Dated, Delhi the 22 DEC 2012

Kind attention of the Administrative Officers/Superintendents/PS/Officials of this establishment is drawn towards the enclosed Letter No. F.4 (Lien)/2012/PA/16648-652 dated 11.12.2012, received from the Special Secretary, Allotment, Public Works Department & Housing, Govt. of NCT of Delhi, New Delhi regarding furnishing of Lien Holder Form and Family photographs. All the Officers/Officials of this establishment, who are allottees of General Pool Accommodation of Govt. of NCT of Delhi, may submit their Lien Holder Form and photographs to this Office for attestation as mentioned in the aforesaid letter after getting the salary and family details verified from the concerned Accounts Branch latest by 10.01.2013.

*J. D. Kulesh*  
22/12/12

**(J. D. KULESH)**

Superintendent (Admn.I)

District & Sessions Judge's Office: Delhi

Copy forwarded for Information and necessary action to:

1. Ld. District Judges & ASJ I/C, North, West, New Delhi, South, East, North-East, North-West & South-West District, Delhi/New Delhi, with the request that the aforesaid letter may be circulated among the officials working under their kind control.
2. All the Judicial Officers of Central District, THC, Delhi, with the request that the aforesaid letter may be circulated among the officials working under their kind control.
3. All Administrative Officers/Superintendent/ Branch In-charge (Central District), THC, Delhi, with the request to circulate the aforesaid letter among the officials working under their kind control.
4. Personal Office of the Ld. District & Sessions Judge, Delhi.
5. All PRO/APRO, Tis Hazari, Karkardooma, Rohini, Dwarka, Patiala House & Saket Courts, Delhi/New Delhi.
6. The Web-site committee, Tis Hazari Courts, Delhi.
7. The Dealing Official (Personal File), Admn.I, II & III, THC, Delhi with the direction to accept the Lien Holder Form and photographs as mentioned in the aforesaid letter from the officials and return to them after necessary attestation from the HOD/Competent Authority for onward submission to the respective enquiry office of PWD in their residential colonies at earliest.
8. Notice Board, Tis Hazari Courts, Delhi.

*ESK*  
*C*  
*3-1-13*

*J. D. Kulesh*  
22/12/12

**Superintendent (Admn.I)**

District & Sessions Judge's Office: Delhi

777

442  
17-12-12



GOVT. OF NCT OF DELHI  
PUBLIC WORKS DEPARTMENT & HOUSING  
5<sup>TH</sup> LEVEL "B" WING  
DELHI SECRETARIAT: NEW DELHI

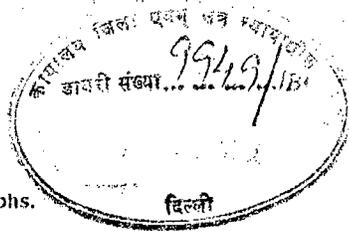
No. F. 4 (Lien)/2012/PW 16/112-652

Dated: 11/12/12

To

S/o (S)  
17-12-12

All Head of Department  
Govt. of NCT of Delhi  
Delhi.



Subj: Furnishing of Lien Holder Form and Family Photographs.

Sir,

I am to intimate you that this govt. is updating data of all the allottees of Govt. of NCT of Delhi (General Pool) Accommodation in the e-awas data base of this Department. A Number of allottees have yet not furnished the Lien Holder Forms and Family Photographs inspite of the best efforts made by the respective enquiry offices of PWD.

You are therefore, requested to instruct all the employee of your deptt. who are allottees of General Pool accommodation of Govt. of NCT of Delhi and who have yet not given the same, to furnish the Lien Holder Form and 03 copies of family photographs having details of flat no., name of allottee, designation, deptt., and date of retirement on the back of photograph, both duly attested by the Head of Office in the offices of respective enquiry office of PWD in their residential colonies within 15 days.

The Lien Holder Form is available on the official website of the department i.e. [www.pwddelhi.com](http://www.pwddelhi.com).

Yours faithfully

(DR. R. C. MEENA)

SPECIAL SECRETARY, ALLOTMENT

Copy to:

1 Chief Engineer, M-1, M-2, M-3 and M-4 for information and necessary action.

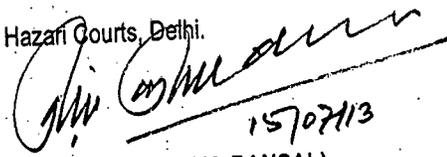
(R. D. Sharma)  
Dy. Secy (P.W.D.)

50

25628-803  
No. \_\_\_\_\_ /Admn.II/Misc./2013 Dated, Delhi the 15 JUL 2013

Copy forwarded for information & necessary action to :-

1. The Ld. District Judge & Sessions Judge, West/North/North-West/New Delhi/East/North-East/Shahdara/South-West/South/South-East, Delhi/New Delhi
2. The Personal Office of Ld. District & Sessions Judge (HQ), THC, Delhi.
3. The Controlling Officers/Presiding Officers posted at Central District with the request to convey the above instructions to the staff working under their control.
4. The AOs/Superintendents/Branch Incharges at Central District with the request to convey the above instructions to the staff working under their control.
5. The PRO/APRO, Tis Hazari Courts, Delhi.
6. Web-site Committee, Tis Hazari Courts, Delhi.
7. The Dealing Official, Server Room No.207, Tis Hazari Courts, Delhi.



15/07/13

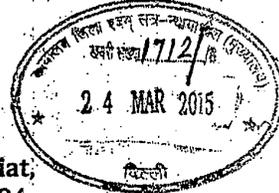
(V.K. BANSAL)  
AD&SJ /OFFICER IN-CHARGE,  
ADMINISTRATION BRANCH-II,  
O/o DISTT. & SESSIONS JUDGE (HQ),  
DELHI



(52)

(19)

*D.K.S.*  
*3*



**Govt. of N.C.T. of Delhi  
Public Works Department  
5<sup>th</sup> Level, "B" Wing, Delhi Secretariat,  
New Delhi-110002, Tele : 23392294**

No. P.4(Allotment)/PWD/2012-13/4178 - 81

Dated: 17-3-15

**CIRCULAR**

- Subject:**
- (i) Fixing the dates for display of Waiting List and filing of objections, if any, by the applicants for allotment.
  - (ii) Bidding for Type I, II, III, IV in April, 2015
  - (iii) Special assistance to applicants of Type I by the Helpdesk at PWD Secretariat

*A.S. Choudhary*  
*23/3/15*

*Off. Secy I*  
*74 & 75*

In order to ensure that any/all objections pertaining to non-inclusion of the applicants' name in the waiting list for allotment are addressed before the start of the bidding process, it has been decided that the "Waiting List" for the Type due for Bidding in the next month (5<sup>th</sup> to 20<sup>th</sup>) shall be put up on the e-Awas / website by 26<sup>th</sup> of the previous month, so that the applicants with objections could file the same upto 2<sup>nd</sup> of the bidding month, for timely redressal before the date of bidding (5<sup>th</sup> of bidding month). Applicants whose applications have been received by the Allotment Branch of PWD upto 25<sup>th</sup> of the previous month will be included in the waiting list for bidding in the current month. Applications received from 26<sup>th</sup> onwards will be included in the waiting list for next allotment cycle.

The objections received after 2<sup>nd</sup> shall not be considered for the bidding for the month and shall be considered in the next bidding cycle.

The system would be implemented from the month of April '15 for applications received upto 25.3.15 (objections received between 26.03.15 and 02.04.2015)

*297*  
*Mr. Jatin/Ram*

*24/03/15*  
पब्लिक वर्क्स  
डिपार्टमेंट-1  
सहायक सचिव (पुलव)  
दिल्ली

- (i) It is also informed herewith that in April '15, Bidding for Type I, II, III and IV houses would be open simultaneously from 5<sup>th</sup> to 20<sup>th</sup> of April '15. All interested applicants for Type I, II, III and IV may therefore take note.
- (ii) Special attention is invited for applicants of Type I, as all those applicants unable to bid on their own due to unfamiliarity with the bidding process, would be extended assistance at the Helpdesk of the Secretariat to enable their participation in the bidding process and help them exercise their choice of houses.

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For any further assistance or information, kindly contact the Helpdesk at PWD at telephone 011-23392294.

  
**Promila Mitra**  
Deputy Secretary (PWD)

To  
All the Principal Secretaries/ Secretaries / Heads of Department, Govt. of NCT of Delhi.

Copy to:-

1. Sh. Sanjay Kapoor, SIO, NIC Delhi Unit, 3<sup>rd</sup> Level, B-Wing, Delhi Secretariat, IP Estate, New Delhi.
2. PPS to Secretary, PWD, Delhi Secretariat, New Delhi.
3. PA to Spl. Secretary, PWD, Delhi Secretariat, New Delhi.
4. Help Desk, PWD for Uploading on the website of PWD.

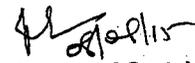
**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI**

No. 27141-27341 /PF/Admn.I&II/2015

Dated, Delhi the 28/09/2015

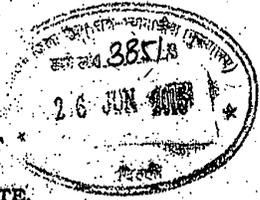
Copy of circular No. F.4 (Allotment)/PWD/2012-13/4178-81 dated: 17.03.2015 forwarded for information & necessary action to:

1. The Ld. District & Sessions Judge, North, West, New Delhi, South, South- East, East, North East, North-West, South-West and Shahdarà District, Delhi / New Delhi with the request to kindly direct the quarter concerned to circulate the aforesaid circular among the staff posted under their kind control.
2. All the Judicial Officers (Central District) with the request to circulate the aforesaid circular among the staff posted under their kind control.
3. All the Sr. AOs/AGs/Branch In-charge (Central District), THC, Delhi to circulate the aforesaid circular among the staff posted under their control.
4. The Personal Office of District & Sessions Judge (HQs), THC, Delhi.
5. All PROs/APROs, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi.
6. Wed- site Committee, Tis Hazari Courts, Delhi.
7. R&I Branch, Central District, THC, Delhi to display the aforesaid circular on Notice Board.

  
**(Preeti Agrawal Gupta)**  
Administrative Judge(Admn.I & II) / ADJ  
Office of the District & Sessions Judge (HQs),  
Tis Hazari Courts, Delhi.

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26/4/15  
ca (Adm. I. I. & M)  
to (Jd. I)



GOVT. OF N.C.T OF DELHI  
PUBLIC WORKS DEPARTMENT  
5<sup>th</sup> LEVEL, B-WING  
DELHI SECRETARIAT, I. P. ESTATE,  
NEW DELHI-110002

No. F.4 (Allot)/Circular/PWD/2015/10843-48

Dated: 24/6/15

**CIRCULAR**

It has been observed that while surrendering the Government Flats as well as applying for No Objection Certificate after vacating the flat the required documents are not being submitted by the concerned allottee of Govt. Flat, resulting into a lot of correspondence and also wastage of time in processing their matters effectively, and in a time bound manner.

In order to minimise the grievances of the allottees and to facilitate them and in continuation of the earlier instructions issued by this department from time to time, it is hereby informed that all allottees of the Govt. Flats of GNCT Delhi, in view of the provision of GNCT Delhi Administration allotment of Government residences (General Pool) Rules, 1977 while surrendering their govt. accommodation as well as while applying for NOC after vacating the govt. flat/house, would submit the following documents invariably alongwith their application:-

**While Surrendering the Govt. Flat/House**

1. No Dues Certificate of Electricity from the concerned agency.
2. No Dues Certificate of Water connection from Delhi Jal Board, if applicable.

**While applying for NOC after vacating the Govt. Flat/House**

1. Attested copy of Occupation & Vacation Report of the Flat for which NOC is required.
2. Attested copy of Occupation & Vacation Report of the previous flat, if allotted earlier. If not an undertaking to the effect that he/she was not holding/in-possession of any other Govt. Flats during his/her services, if he/she was occupying/occupied, the NOC of the said flat has already been taken, as may be applicable.

Dactyl  
26/6/15  
in charge (Adm. I. I. & M)

Jh.

3. Attested copy by DDO/HOO of Passbook regarding deduction of Licence Fees and water charges.
4. Attested copy of Retirement Order/Death certificate.
5. Copy of Re-employment Order attested by DDO/HOO, if re-employed.
6. Self attested copy of Occupation Report of the new flat, if allotted under changed category.
7. Self attested copy of Provisional/Final NOC from L&B or PWD Department, if any.

This issues with the approval of Pr. Secy. (PWD), GNCT of Delhi.

*[Signature]*  
(KAMAL DEEP GUPTA)  
Dy. Secy. (PWD/Allot)

To,  
All Heads of Department/Pr. Secy./Secy./Commissioner  
Departments of GNCT of Delhi

No.F.4(Allot)/Circular/PWD/2015/10843-48

Dated: 24/6/15

Copy to:-

1. PPS to Pr. Secy. (PWD), Delhi Secretariat, Delhi.
2. P.A. to Spl. Secy. (PWD), Delhi Secretariat, Delhi.
3. Dy. Secy. (e-Awas) for uploading on the website for information of all concerned.
4. S.O.(Allotment)/OS(allotment); PWD, Delhi Secretariat for necessary compliance

*[Signature]*  
Dy. Secy. (PWD/Allot.)

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

No. 26940-27140 /PF/Admn.I&II/2015

Dated, Delhi the 08/09/2015

Copy of circular No. F.4(Allot)/Circular/PWD/2015/10843-48 dated 24.06.2015 forwarded for information & necessary action to:-

1. The Ld. District & Sessions Judge, North, West, New Delhi, South, South-East, East, North-East, North-West, South-West and Shahrada District, Delhi / New Delhi with the request to kindly direct the quarter concerned to circulate the aforesaid circular among the staff posted under their kind control.
2. All the Judicial Officers (Central District) with the request to circulate the aforesaid circular among the staff posted under their kind control.
3. All the Sr. AOs/AOs/Branch In-charge (Central District), THC, Delhi to circulate the aforesaid circular among the staff posted under their control.
4. The Personal Office of District & Sessions Judge (HQs), THC, Delhi.
5. All PROs/APROs, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi.
6. Wed- site Committee, Tis Hazari Courts, Delhi.
7. R&I Branch, Central District, THC, Delhi to display the aforesaid circular on Notice Board.

*[Signature]*  
(Preeti Agrawal Gupta)  
Administrative Judge(Admn.I & II) / ADJ  
Office of the District & Sessions Judge (HQs),  
Tis Hazari Courts, Delhi.

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17

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

I am directed to draw attention of all the employees of this establishment and to inform that henceforth they are not required to visit the Directorate of Estates, Nirman Bhawan, New Delhi for the purpose of submission of their filled in application forms for the allotment of government accommodation.

Now onwards, the willing officers/officials of this establishment will fill the application form online for the allotment of government accommodation on the website of Directorate of Estates, Nirman Bhawan, New Delhi ([www.gpra.nic.in](http://www.gpra.nic.in)). Thereafter, they have to take a print out of their filled in application forms and get all the contents verified by the respective Accounts Branch. After getting all the contents verified from the Accounts Branch, they have to send their application forms to the Administration Branch-I (HQs), THC, Delhi for online verification and registration of the said Application Forms by Sh. J. D. Kulesh, A. O. (Judicial), Admn. I, THC, Delhi, for further consideration of the application form by the Directorate of Estates, Nirman Bhawan, New Delhi.



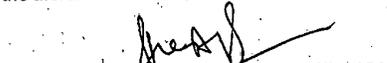
(Preeti Agrawal Gupta)  
Administrative Judge (Admn. I & II) / ADJ  
Office of the District & Sessions Judge (HQs),  
Tis Hazari Courts, Delhi.

No. 3201-261 /PF/Admn. I, II & III/2015

Dated, Delhi the 15-10-15

Copy forwarded for information & necessary action to:

1. The Personal Office of Ld. District & Sessions Judge (HQs), THC, Delhi.
2. The Ld. District & Sessions Judge, North, West, New Delhi, South, South- East, East, North- East, North- West, South- West and Shahdara District, Delhi / New Delhi with the request to kindly direct the quarter concerned to circulate the aforesaid circular amongst the staff posted under their kind control.
3. The Ld. DDO, Central, North, West, New Delhi, South, South- East, East, North- East, North- West, South- West and Shahdara District, Delhi / New Delhi.
4. The Ld. Chairperson, Web- Site Committee, Tis Hazari Courts, Delhi.
5. All the Judicial Officers (Central District) with the request to kindly circulate the aforesaid circular amongst the staff posted under their kind control.
6. All the Sr. A. Os. (J)/A. Os. (J)/Branch In-charges (Central District), THC, Delhi to circulate the aforesaid circular amongst the staff posted under their control.
7. The Sr. A. Os. (J)/A. Os. (J)/Branch In-charges, Administration Branch and R & I Branch, all the districts to ensure before forwarding the application forms for the allotment of government accommodation to the Administration Branch - I (HQs), THC, Delhi that all the contents of the application form have been verified by the concerned Account Branch.
8. The Accounts Officer/Assistant Accounts Officer, Accounts Branch, all the districts with the direction to verify all the contents of the application form for the allotment of government accommodation of their concerned willing officers/officials.
9. The Dealing Official, Server Room, Room No. 207, Tis Hazari Courts, Delhi.
10. Hindi Section, Room No. 232, Tis Hazari Courts, Delhi.
11. R & I Branch, Central District, THC, Delhi to display the aforesaid circular on Notice Board.

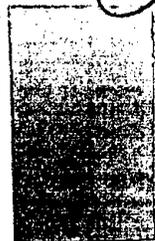


Administrative Judge (Admn. I & II) / ADJ  
Office of the District & Sessions Judge (HQs),  
Tis Hazari Courts, Delhi.

(57)

**COMPUTER**

58



**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

All the Judicial Officers/Administrative Officers/ Superintendents /Branch Incharges are requested to fix the responsibility on one of their concerned Staff – Stenographer/Reader/Ahlmad/Assistant Ahlmad/ Assistant/ UDC/LDC etc. to get the Court Room locked in his/her presence before leaving the Court room, to ensure the security of Computer articles in Court Rooms/Branches. The name of such official be informed to Computer Branch.

*(Signature)*  
**( SHIV NARAYAN DHENGRA )**  
District & Sessions Judge :  
Delhi

88412-762

No. \_\_\_\_\_/Comp./2005

Delhi, Dated the 19/9/05

Copy forwarded for information and necessary action to :

1. Judge Incharge, Karkardooma Courts, Delhi.
2. Judge Incharge, Patiala House Courts, New Delhi.
3. Officer Incharge (Computerization), Karkardooma Courts and Patiala House Courts, New Delhi.
4. Nodal Officer (Computerization), Tis Hazari Courts, Karkardooma Courts and Pattala House Courts, New Delhi.
5. Sh. Talwant Singh, AD & SJ/Chairman, Web Site Committee, Karkardooma Courts, Delhi for being displayed on the website.
6. All the Judicial Officers posted at Tis Hazari, Patiala House and Karkardooma Courts, Delhi.
7. All the Administrative Officers/Superintendents/Branch Incharges posted at Tis Hazari, Patiala House & Karkardooma Courts, Delhi.

*(Signature)*  
District & Sessions Judge :  
Delhi

*(Handwritten signature)*

CIRCULAR

All the Judicial Officers / Administrative Officers / Superintendents / Branch Incharges are requested to direct the concerned staff (users of the computer) posted at Tis Hazari Courts, Karkardooma Courts and Patiala House Courts, Delhi, to keep the backup option activated in their respective Computer Systems at all the time and check the same on regular basis, since this creates a backup copy of the files made in the computer systems. The concerned person will be responsible for any loss of data which occurs due to keeping the option deactivate / off.

The procedure to keep the option on is as follows:-

1. IN ANY FILE OF OPENOFFICE
2. GO TO TOOLS
3. SELECT OPTIONS
4. SELECT LOAD / SAVE
5. SELECT GENERAL
6. TICK AT, ALWAYS CREATE A BACKUP COPY
7. THEN OK

*(Signature)*  
(CHANDER SHEKHAR)  
Officer-in-charge: Computer Br.  
Tis Hazari Courts, Delhi

93012 - 93372  
No. \_\_\_\_\_ /Comp./2005

Delhi, dated the 4/10/05

Copy forwarded to:-

1. All the Judicial Officers deputed at Tis Hazari Courts, Karkardooma and Patiala House Courts, Delhi.
2. All the Administrative Officers / Superintendents / Branch Incharges deputed at Tis Hazari Courts, Karkardooma and Patiala House Courts, Delhi.
3. Nodal Officer (Computerization), Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, New Delhi.
4. Sh. Talwant Singh, AD&SJ/Chairman, Website Committee, Karkardooma Courts, Delhi.
5. Server Room, Tis Hazari Courts, Delhi.
6. P.S. to Ld. District & Sessions Judge, Delhi.

*(Signature)*  
Officer-in-charge: Computer Br.  
Tis Hazari Courts, Delhi

*Sau f'6*  
*Incharge (Admn-III)*  
*22/10/05*

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

C I R C U L A R

All the staff posted in Courts as well as in Branches at Tis Hazari Courts, Patiala House Courts, Karkardooma Courts and Rohini Courts Complex, who have received the Computer Systems are again directed to fill the enclosed proforma with serial numbers of their respective Computer System and its accessories, and submit the same to Computer Branch, Tis Hazari Courts, Delhi up to 31.1.06, positively, so that the same can be updated in the inventory record. The users are also required to inform about the un-installed computer accessories lying with them, if so, failing which they can undergo with disciplinary action by the department.

In case of any handing over and taking over of Computer Systems or its accessories, the users are also required to inform the Computer Branch in writing.

*(Signature)*  
(CHANDER SHEKHAR)  
Chairman, Central Computer Committee,  
Tis Hazari Courts, Delhi.

No. 8156-8466 /Comp./2005

Delhi, Dated the 25/1/06

Copy forwarded for information and necessary action to :

1. Judge Incharge, Karkardooma Courts, Delhi.
2. Judge Incharge, Patiala House Courts, New Delhi.
3. Judge Incharge, Rohini Courts, Rohini, Delhi.
4. Officer Incharge (Computerization), Karkardooma Courts, Rohini Courts and Patiala House Courts, New Delhi.
5. Sh. Talwant Singh, AD & SJ/Chairman, Web Site Committee, Karkardooma Courts, Delhi for being displayed on the website.
6. All the Staff concerned, Tis Hazari, Rohini, Patiala House and Karkardooma Courts, Delhi.

*(Signature)*  
Chairman, ~~Central Computer Committee,~~  
Tis Hazari Courts, Delhi.

(6)

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

In continuation of this office Circular No. 84014-84294//Comp./2005, dated 08.09.05, and No. 96524-814/Comp./2005, dated 25.10.2005, it is impressed that till date proforma regarding E-mail ID/Addresses has not been received from some of the Judicial Officers.

You are requested to please return proforma duly filled up regarding E-mail ID/Addresses immediately. In case the same is not received within a week, it will be presumed that you are not interested in having the E-mail ID/Address.

*(Signature)*  
(CHANDER SHEKHAR)

Chairman, Central Computer Committee  
Tis Hazari Courts : Delhi

No. 17961-18186  
/Comp./2006

Delhi, Dated the 24/2/06

Copy forwarded for information and necessary action to :

1. Judge Incharge, Karkardooma Courts and Patiala House Courts, <sup>Robini Courts</sup> New Delhi.
2. Judge Incharge (Computerization), Karkardooma Courts and Patiala House Courts, New Delhi.
3. Nodal Officer (Computerization), Tis Hazari Courts, Karkardooma Courts and Patiala House Courts, New Delhi.
4. Sh. Talwant Singh, AD&SJ/Chairman, Web Site Committee, Karkardooma Courts, Delhi.
5. All the Judicial Officers posted at Tis Hazari, Patiala House & <sup>Robini</sup> Karkardooma Courts, Delhi.
6. All the Administrative Officers/Superintendents/Branch In-charges are also requested to send filled up E-mail proforma to the office.
7. P.A. To District & Sessions Judge, Delhi.

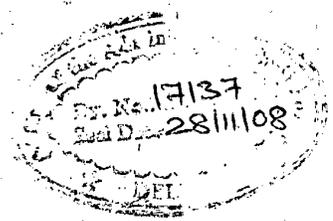
*(Signature)*  
Chairman, Central Computer Committee  
Tis Hazari Courts : Delhi

Seen File

Incharge Admn III

Date 28/2





OFFICE OF THE DISTRICT & SESSIONS JUDGE:

CIRCULAR

It has been brought to notice that some employees are seen playing games on computer & hearing songs on the mobile during office timings.

All the Branch Incharge are directed :-

- 1. That no employee from their branch shall operate mobile during office timings and if at all in emergency they have to do so, they should not have ring tone in their mobile.
- 2. That no employee shall use computer for playing games or hearing songs.
- 3. Further, if any staff is found absent from their seat during office timings they must explain and must take permission before leaving their seat and if found absent from their seat they shall be marked absent & disciplinary action shall be taken against them.
- 4. Further the party or get together of their employees shall not take place during office timings in the branches or any other places.

*Mamta Sehgal*  
**MAMTA SEHGAL**  
 DISTRICT & SESSIONS JUDGE-I  
 DELHI.

96990-97490  
 No. \_\_\_\_\_/Vig/08 Dated Delhi 27/11/08

Copy forwarded for information and necessary action to :-

- 1. The District Judge I & III, Tis Hazari, District Judge IV & V, Patiala House, District Judge VI & VII, Karkardooma, District Judge VIII, Rohini & District Judge IX Dwarka Courts.
- 2. The Officer Incharge, Copying Agency & Records Rooms (Civil & Sessions), Administration Branch, Accounts Branch, Computer, Library, General Branch, Purchase Cell, Care Taking Branch and Pool Cars, Delhi/New Delhi, Karkardooma, Rohini & Dwarka Courts.
- 3. All the Judicial Officers at all District Courts.
- 4. All the Branch Incharge at all District Courts.

*lp*  
 DISTRICT JUDGE-I & SESSIONS JUDGE  
 DELHI.

*Be aware to all the Staff*  
*27/11/08*  
*11/11/08*

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OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

NO. \_\_\_\_\_ /Comp./09

Dated \_\_\_\_\_

CIRCULAR

It is brought to the notice of the undersigned that the computer system alongwith accessories issued to the officials of District Courts are the complete responsibility of them and they will be responsible of any kind of physical damage/misplacement of any part in future and will bear all the expenses occurred due to physical damage/misplacement.

In case of any physical damage the concerned official will have to submit the report from the concerned Judicial Officers fixing the liability of the concerned erring official and further that the same is not occurred deliberately, so that expenses incurred on the same can be deducted from the concerned official who is at fault and not from the official on whose name it is issued.

*(Signature)*  
(Ajay Goel)  
Sr. Civil Judge/Rent Controller  
Nodal Officer : Computers

No. 18433-893 /Comp./09

Dated, Delhi the 12/2/09

Copy forwarded for information & necessary action to :-

1. All the Judicial Officers, Tis Hazari Courts/Patiala House/KKD Courts/Rohini Courts and Dwarka Courts, Delhi.
2. Superintendents/Branch Incharges, Tis Hazari Courts/Patiala House/KKD Courts/Rohini Courts and Dwarka Courts, Delhi.
3. Incharge, Facilitation Center, Tis Hazari Courts/Patiala House/KKD Courts/Rohini Courts and Dwarka Courts, Delhi.

*(Signature)*  
Sr. Civil Judge/Rent Controller  
Nodal Officer : Computers

*Be circulated*

*(Signature)*  
16/2/09

*(Signature)*  
17/2/09

*(Signature)*  
17/2/09  
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*(Signature)*  
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*(Signature)*  
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*(Signature)*  
17/2/09

**OFFICE OF THE DISTRICT JUDGE-1 & SESSIONS JUDGE, DELHI.**

**CIRCULAR**

111  
22/12/09

All the Judicial officers of Delhi Higher Judicial Services, Delhi Judicial Services and Officers incharge of all the branches at Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts are hereby requested to send their suggestions/views on improvement/ Upgradation / Deficiency of the computer software installed in the District Courts to the Chairman, Computer Committee for his consideration and a copy of the same may be sent to the undersigned.

*(Signature)*  
(G.P. Mittal)

District Judge-1 & Sessions Judge  
Delhi.

91068-538  
No. \_\_\_\_\_ /Comp./09

Dated, Delhi the 25/7/09

Copy forwarded for information & necessary action to:-

1. All the District Judge's II to IX, Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Court Complex.
2. The Chairman, Computer Committee, Rohini Courts Complex.
3. All the Officers of the Delhi Higher Judicial Services & Delhi Judicial Services Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Court Complex.
4. All the Administrative Officers/Superintendents, Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Court Complex.
5. The Website Committee (Hindi/ English) Tis Hazari.
6. The Reader to Ld. District Judge -1 & Sessions Judge, Delhi.

*Be forwarded to Mr. G.P. Mittal  
26/7/09  
G.P. Mittal*

*(Signature)*  
District Judge-1 & Sessions Judge,  
Delhi.

66

OFFICE OF THE DISTRICT & SESSIONS JUDGE



Circular

All the staff working in courts and branches are hereby directed to give password to their computer system/s under intimation of the same to their respective Judicial officer/Branch Incharge (in case of emergency), so that in case of any data loss, they may be liable for the same and in case the staff face any problem in creating or changing the password they may contact the concerned trouble shooter for creating or changing the password.

*(Signature)*  
(G.P. MITTAL)

District Judge - 1 & Sessions Judge,  
Delhi

No. 96914-414 /Comp./2009 Delhi, Dated the 6/8/09

Copy forwarded for information and necessary action to:

1. All the court staff posted at Tishazari Courts, Karkardooma Courts, Patiala Hosue Courts, Rohini Courts and Dwarka Court Complex through their Presiding Officer / Branch Incharge.
2. Chairman, website committee, Tis Hazari Courts, Delhi.
3. All the Superintendent, Incharge at Tishazari Courts, Karkardooma Courts, Patiala Hosue Courts, Rohini Courts and Dwarka Court Complex to direct the staff.
4. All the Trouble Shooter of Computer Branch at Tishazari Courts, Karkardooma Courts, Patiala Hosue Courts, Rohini Courts and Dwarka Court Complex with the direction to help the users in creating password.
5. P.S. to Ld. District Judge I & Sessions Judge, Tis Hazari Courts, Delhi

*(Signature)*  
District Judge - 1 & Sessions Judge,  
Delhi

*Be e-mail  
10/8/09*

*10/8/09  
12/07/09*

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S. J. ...  
10/18/09

Handwritten signature  
10/18/09

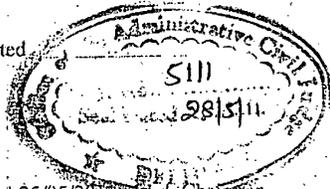
10/18/09

67

OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI

No. /Comp./2011

Dated



CIRCULAR

In terms of the Letter bearing No. 35999-004/comp./2011 dated 25/05/2011, Chairman, Central Computer Committee, all the Judicial Officers and Branch-In-Charges are hereby informed that:

- 1) Use of HP 1160 Printers be discontinued forthwith since the same are more than five years old.
- 2) No cartridge will be made available or provided for further use of HP 1160 Printers.
- 3) Cartridges for HP 1505, HP 1022, Laser jet Printers 2035, Laser Jet Printers 2015 shall only be provided on the personal requisition from the Judicial Officers for use in the courts and OICs concerned in case of Branches in the Courts Complex.

*[Signature]*  
27/05/11

(V.K. YADAV)  
Officer-In-Charge  
Computer Committee, THC

32857-33067

No. /Comp./2011

Dated 27/05/11

Copy forwarded for information and necessary action to :

- 1. All the Judicial Officers at Tis Hazari Courts Complex
- 2. All the Branches in Tis Hazari Courts Complex

*[Signature]*  
27/05/11

(V.K. YADAV)  
Officer-In-Charge  
Computer Committee, THC

*Be noted to staff*

*[Signature]*  
28/5/11

*Be it*  
*20/11*

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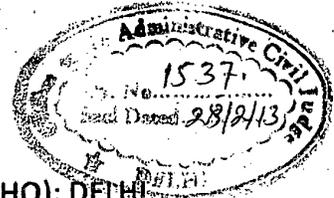
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**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ): DELHI**

**CIRCULAR**

It is impressed upon all the officers and staff that in the light of transfer and re-arrangement of sitting of Judicial Officers, any Judicial Officer or staff shall **not take the computer system or any of its peripherals with them either during shifting of room in the same courts complex or during the shifting to another courts complex in any circumstance.** The computers and all its peripherals must be either handed over to the successor or be surrendered to the Computer Store Room of respective court complex/district.

Further, it is also impressed upon all the Readers, Ahlmaads, Asstt. Ahlmaads and Nazirs/Naib Nazirs that in any event of transfer of cases to another court either in the same courts complex or in another courts complex, the cases fed in the software shall be transferred **only through DCIS Software and shall not be re-entered so as to maintain the Unique ID** of the cases that should not be changed in any circumstance.

All concerned are directed to comply with the above directions and non-compliance will be viewed seriously.

*Sunita Gupta*  
(Sunita Gupta)  
District & Sessions Judge (HQ),  
Delhi

*ESJH*  
*28/2/13*

Copy forwarded for information and necessary action to -

No. 9119-9359 /Comp/2013

Delhi, Dated 27/02/13

1. The District & Sessions Judge (All Districts) with request to circulate the above directions among the officers/officials posted under their control.
2. Officer Incharge /Nodal Officer (Computer) of all the Court Complexes, Delhi/New Delhi.
3. All the Judicial Officers posted at Tis Hazari Complex, Delhi with request to circulate the above directions among the officials posted under their control.
4. Superintendent/Branch Incharge of all the branches at Tis Hazari Court Complex, Delhi with direction to circulate the above directions among the officials posted under their control.
5. PS to Id. District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.

*Staff to Note*  
*+ comply*

*Delhi*  
*28/2/13*

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*Delhi*  
District & Sessions Judge (HQ),  
Delhi

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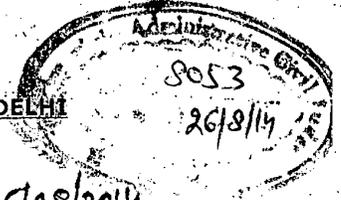
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69



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

No. 24431-24651 /Circular/Comp./2014 Dated, Delhi 25/08/2014

**CIRCULAR**

It has been noticed that the staff of some of courts are not serious in taking the backup and also not properly saving the daily court work/data on regular intervals, resulting, on being power failure and technical fault (I.e. crash of Operating System or Hard Disk etc.) their stored data gets lost, which cannot be retrieved.

All the concerned officials are directed to save their useful data in pen drives, CDs or any other system on daily basis and further while working on computer, manually save the files or data on short intervals, so as to avoid any data loss in their respective computer system. In case of non compliance, the concerned user shall be responsible for any kind of data/file loss.

Further, it has come to the notice that some of the officials have loaded games and wall papers in their respective computers, due to which computer gets slow, affecting the official work. All the officials are directed to delete useless files, games and wall papers from their respective computer systems immediately, failing which necessary action shall be taken against them. This exercise is required to be carried out periodically at regular intervals to maintain the system's functionality at the optimum level.

All concerned are directed to comply with the above directions forthwith and non-compliance will be viewed seriously and suitable disciplinary action shall be taken against the erring officials.

*(Paramjit Singh)*  
Addl. District & Sessions Judge (West)  
Officer-in-Charge (Computers)  
Tis Hazari Courts, Delhi

*BSN  
27-8-14*

Copy forwarded for information and necessary action to :-

1. PS to Ld. Dist. & Sessions Judge (HQs), Tis Hazari, Delhi.
2. PS to Ld. Dist. & Sessions Judge (West), Tis Hazari, Delhi.
3. All the Judicial Officers posted in Tis Hazari Court (Within the Jurisdiction of Central and West Districts).
4. All the Senior Admn. Officers/Admn. Officers/Branch Incharges of Central/West Districts.

*All staff to please note.*

*27/8/14*

*(Paramjit Singh)*  
Addl. District & Sessions Judge (West)  
Officer-in-Charge (Computers)  
Tis Hazari Courts, Delhi

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# ACCOUNTS

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

It is observed that some Judicial Officers are raising exorbitant bills in respect of purchase of Newspaper and Magazine. The Judicial Officers are entitled to two Newspapers and one Magazine. A maximum limit of Rs. 500/- per month is fixed in respect of purchase of Newspapers and Magazine.

  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge : Delhi

Cir./2005/ 17326-676

Dated, Delhi the 4/3/05

**Copy forwarded for information and necessary action to :-**

1. Judge Incharge, KKD Courts / Patiala House Courts.
2. All the Judicial Officers, Tis Hazari Courts / KKD Courts / Patiala House Courts.
3. All the Special Metropolitan Magistrates.
4. Web-Site Committee, Court No. 51, Karkardooma Courts, Delhi.
5. The Reader to District & Sessions Judge, Delhi

  
**DISTRICT & SESSIONS JUDGE :**  
Delhi

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

ORDER

All the queries relating with regards to Accounts Branch shall be dealt by Sh. S.C. Arora, Sr. Accounts Officer, and he shall reply to all the queries with in a week from the date of receipt.

Seen  
M.A.  
21/3/06

*[Signature]*  
(P. S. T. J.)

OFFICER INCHARGE (ACCOUNTS)/HOO  
DISTRICT & SESSIONS JUDGE : OFFICE  
DELHI

No. 25606-25986 /Mod/Accts/2006

Dt. 20/3/06

Copy forward to :-

1. Reader to Ld. District & Sessions Judge, Delhi
2. The Judge Incharge : Patiala House Court, Karkardooma Courts & Rahim Court.
3. The Chief Metropolitan Magistrate, Delhi.
4. The Administrative Civil Judge, Delhi.
5. The Judge, Small Causes Court.
6. All the Special Metropolitan Magistrate, Delhi, New Delhi, Karkardooma Court.
7. Website Committee, Annexure-I, Patiala House Courts, (i.e. D. Courts).
8. All Administrative Officers, Superintendents, Branch Incharge at Tis Hazari Court, Patiala House Court, Karkardooma Court.
9. The Superintendent, Computer Branch.
10. Notice Board at Tis Hazari Court, Patiala House Court, Karkardooma Court.
11. All the Judicial Officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts & Rahim Court.
12. Sh. S.C. Arora, Sr. Accounts Officer

*[Signature]*  
OFFICER INCHARGE (ACCOUNTS)/HOO  
DISTRICT & SESSIONS JUDGE : OFFICER  
DELHI

73

**MOST IMMEDIATE**  
**OUT-TODAY**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

New Defined Contributory Pension Scheme has been made applicable vide Govt. of NCT of Delhi order dated 19/07/06 to the employees appointed on or after 01/01/04.

The monthly contribution shall be @ 10% of Pay & D. A. from the following month of their initial appointment. The deduction shall start from the month of August 2006. As regards, the deduction from the following month of date of joining of service, the same shall be deducted in monthly instalments equal to the amount of 2 months contribution.

The Govt. Servants appointed on or after 01/01/04 are required to provide particulars in the prescribed form (Annexure I ) (Format enclosed) for allotment of unique Pension A/c No. in 15 digits.

All the officers/officials appointed on or after 01/01/04 are hereby requested /directed to submit the format duly filled & signed for allotment of A/c No. and drawal of salary latest by 18/08/06 and if the same is not submitted by 18/08/06, the pay shall not be drawn till it is submitted.

Encl: as above

*(Signature)*  
10/8/06  
(V.K. GUPTA)

Addl. District & Sessions Judge, DDO/HOO  
Delhi

NO. 60545-945 / Accts./PS/2006

Dated 10/8/06

Copy forwarded to :-

1. Reader to Ld. District & Sessions Judge, Delhi
2. The Judge Incharge : Patiala House Court, Karkardooma Courts, Rohini Courts.
3. All the Judicial Officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts with the request that these instructions must also be brought to the notice of the staff posted in the court.
4. The Chief Metropolitan Magistrate, Delhi
5. The Administrative Civil Judge, Delhi
6. All the staff posted in the court of Special Metropolitan Magistrate.
7. All Administrative Officers, Superintendents, Branch Incharge : Tis Hazari Courts, Karkardooma courts, Patiala House Courts, Rohini Courts with the request that these instructions must also be brought to the notice of the staff posted in the Branch.
8. Website committee with request to put the same on website of the District Courts.

*(Signature)*  
10/8/06  
Addl. District & Sessions Judge, DDO/HOO  
Delhi

*Staff + not a comp by my 11/8/06*

*(Signature)*  
15/8/06

*(Signature)*  
14/8/06

*(Signature)*  
14/8/06

*(Signature)*  
14/8/06

*(Signature)*  
14/8

Seen File  
*(Signature)*  
Incharge Admin III  
Date.....

**OFFICE OF THE DISTRICT & SESSIONS JUDGE DELHI**

**STANDING ORDER**

It has come to the knowledge of undersigned that bills from Civic Authorities/local Authorities/Government Bodies, the payment whereof have to be made within stipulated time, are not being processed in time. As a consequence thereof penalty/surcharge is levied on the department.

All the Branch In charges and concerned officials are hereby directed that they shall process the bills in time so that the same are paid in time and in case delay occurs in processing and presenting the bill before the undersigned and penalty/late payment surcharge is levied thereupon, the same shall be recovered from the salary of erring officials besides taking disciplinary action as per CCS(CCA)Rules.

*[Handwritten Signature]*

**(V.B.GUPTA)  
DISTRICT & SESSIONS JUDGE  
DELHI**

15.09.06

73504-604

No. \_\_\_\_\_/D&SJ/Delhi/2006 Dated Delhi the 20/9/06

**Copy forwarded for information and necessary action to:-**

1. The Judge Incharge, Patiala House/Rohini/Karkardooma Courts.
2. The Administrative Civil Judge, Delhi
3. The Administrative Officers/Supdt./Branch Incharge, Tis zari/Patiala House/Rohini/Karkardooma Courts, Delhi:
4. The Guard File.

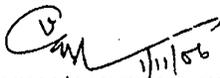
*[Handwritten Signature]*

**DISTRICT & SESSIONS JUDGE  
DELHI**

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

In continuation of this office circular No. 46554-954/Acctts/IT/2006 dated 7-6-2006 all those Officers and Officials of this office who have not yet submitted their proposed savings are once again requested to submit the proposed savings in the Performa enclosed herewith within the week from today i.e. by 08-11-2006 failing which the tax shall be deducted on no savings basis.

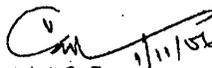
  
( VINAY KUMAR GUPTA )  
Addl District & Sessions Judge/DDO  
District & Sessions Judge Office: Delhi.

No 85461-841 /Acctts/IT/2006

Dated 07/11/06

Copy forwarded to :-

1. Reader to Ld. District & Sessions Judge, Delhi.
2. The Judge Incharge : Patiala House Court, Karkardooma Courts, Rohini Courts.
3. All the Judicial Officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts with the request that these instructions must also be brought to the notice of the staff posted in the court.
4. The Chief Metropolitan Magistrate, Delhi.
5. The Administrative Civil Judge, Delhi.
6. All the staff posted in the court of Special Metropolitan Magistrate.
7. All Administrative Officers, Superintendents, Branch Incharge : Tis Hazari Courts, Kakardooma Courts, Patiala House Courts, Rohini Courts with the request that these instructions must also be brought to the notice of the staff posted in the Branch.
8. Website committee with request to put the same on website of the District Courts.

  
Addl District & Sessions Judge/DDO  
District & Sessions Judge Office: Delhi.

*See file*  
*Exchange (Admin)*  
*8/11*

76

OFFICE OF THE DISTRICT & SESSIONS JUDGE



**CIRCULAR**

As per the communication received from Pay & Accounts Office no. VI, Government of NCT of Delhi, all the new entrants who have joined service on or after 01.01.2004 have to apply afresh for allotment of Permanent Retirement Account Number (PRAN) in proper form for registration under New Pension Scheme.

The concerned officers as well officials thus are directed to submit the enclosed application form duly filled up, with Branch Incharge (Accounts), Room no. 320, Tis Hazari Courts, Delhi latest by 10.07.2009.

In case anyone is facing difficulty in filling up the application form he may contact the Pay bill clerk/Branch Incharge, Room No. 320, Tis Hazari Courts, Delhi.

It be treated as **Most Urgent**.

*Signature*

(SUNIL KUMAR AGGARWAL)  
Addl. District & Sessions Judge  
Drawing and Disbursing Officer  
Tis Hazari Courts: Delhi

77015-515  
No. \_\_\_\_\_ /Actt./2009

Dated: 30<sup>th</sup> June 2009

**Copy forwarded to :-**

1. District Judge's Office, Room No.302-A.
2. The District Judge I to IX : Tis Hazari Court, Patiala House Court, Karkardooma Courts, Rohini Courts, Dwarka Courts.
3. All the Judicial Officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Court, Dwarka Court with the request that these instructions must also be brought to the notice of the staff posted in the Court.
4. The Chief Metropolitan Magistrate, Delhi.
5. The Administrative Civil Judge, Delhi.
6. The Staff posted at Juvenile Court, Kingsway camp and Delhi Gate.
7. The PRO/APRO, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts, Delhi.
8. All the Readers posted in the court of Special Metropolitan Magistrate with the direction that these instructions must also be brought to the notice of the staff posted in the court.
9. All Administrative Officers, Superintendents, Branch Incharge : Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts with the request that these instructions must also be brought to the notice of the staff posted in the Branch.
10. Website committee with request to put the same on website of the District Courts.

*Handwritten signatures and initials at the bottom left of the page.*

*Signature*

Drawing and Disbursing Officer  
Tis Hazari Courts: Delhi

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Annexure S1

Page 1

**Application for Allotment of Permanent Retirement Account Number (PRAN)**

(To avoid mistakes), please follow the accompanying instructions and examples carefully before filling up the form)

Acknowledgement No.  
(To be filled by FC)

XXXXXXXXXXXXXXXXXXXX

Permanent Retirement Account Number:  
(To be filled by FC after PRAN generation)

XXXXXXXXXXXX

To affix recent  
Coloured photograph  
(3.5 cm x 2.5 cm)

Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars:

**Section A - Subscribers Personal Details** (\* Indicates Mandatory Field)

Signature/Left Thumb Impression  
of Subscriber in black ink

1. Full Name (Full expanded name; initials are not permitted)

Please Tick as applicable. Shri  Smt.  Kumari

First Name \*

Middle Name

Last Name

2. Gender \* Please Tick as applicable. Male  Female

3. Date of Birth \*

DDMMYY

4. PAN

XXXXXXXXXX

D D M M Y Y Y Y (Date of Birth to be Certified by DDO)

5. Father's Full Name:

First Name \*

Middle Name

Last Name

6. Present Address:

Flat/Unit No. Block no. \*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City \*

State / Union Territory \*

Country \*

Pin Code \*

7. Permanent Address: If same as above, Please Tick  else.

Flat/Unit No. Block no. \*

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City \*

State / Union Territory \*

Country \*

Pin Code \*

8. Phone No.

STD Code

Phone No.

STD Code

Phone No.

9. Mobile No.

XXXXXXXXXX

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Annexure SI

Page 2

10. Email ID

[Grid for Email ID]

11. Subscribers Bank Details: (Please refer instruction no. 4)

Savings A/c

Current A/c

Bank A/c Number

[Grid for Bank A/c Number]

Bank Name

[Grid for Bank Name]

Bank Branch

[Grid for Bank Branch]

Bank Address

[Grid for Bank Address]

Pin Code

[Grid for Pin Code]

Bank MICR Code

[Grid for Bank MICR Code]

(Wherever applicable)

12. Value Added Services:

i) SMS Alert

Yes

No

ii) Email Alert

Yes

No

I, \_\_\_\_\_ the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date:

[Grid for Date]

Signature/Left Thumb Impression of Subscriber

Section B - Subscribers Employment Details to be filled and attested by DDO (All Details are Mandatory)

1. Date of Joining

[Grid for Date of Joining]

2. Date of Retirement

[Grid for Date of Retirement]

[Grid for Date of Joining (D D M M Y Y Y Y)]

[Grid for Date of Retirement (D D M M Y Y Y Y)]

3. PPAN

[Grid for PPAN]

(Please refer to instructions No.5.)

4. Group of the Employee (Please Tick)

Group A

Group B

Group C

Group D

5. Office

[Grid for Office]

6. Department

[Grid for Department]

7. Ministry

[Grid for Ministry]

8. DDO Registration Number

[Grid for DDO Registration Number]

9. PAO/CDDO Registration Number

[Grid for PAO/CDDO Registration Number]

(Please refer to instructions No.6.)

10. Basic Salary

[Grid for Basic Salary]

11. Pay Scale

[Grid for Pay Scale]

Certified that the above declaration has been signed / thumb impressed before me by \_\_\_\_\_ after he / she has read the entries / entries have been read over to him / her by me and got confirmed by him / her. Also certified that the date of birth and employment details is as per employee records available with the Department.

[Signature of Authorised Person]

Signature of the Authorised Person

Designation of the Authorised Person: \_\_\_\_\_

Date:

[Grid for Date]

[Grid for Date (D D M M Y Y Y Y)]

[Rubber Stamp of the DDO]

Rubber Stamp of the DDO

Name of the DDO \_\_\_\_\_

Department / Ministry \_\_\_\_\_

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Annexure S1

Section C - Subscriber's Nomination Details (\* Indicates Mandatory Field for nominee)

1. Name of the Nominee\*:

1st Nominee										2nd Nominee										3rd Nominee									
First Name *										First Name *										First Name *									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

2. Date of Birth (in case of a minor)\*:

1st Nominee										2nd Nominee										3rd Nominee									

3. Relationship with the Nominee\*:

1st Nominee										2nd Nominee										3rd Nominee									

4. Percentage Share\*:

1st Nominee										2nd Nominee										3rd Nominee									

5. Nominee's Guardian Details (in case of a minor)\*:

1st Nominee's Guardian Details										2nd Nominee's Guardian Details										3rd Nominee's Guardian Details									
First Name *										First Name *										First Name *									
Middle Name										Middle Name										Middle Name									
Last Name										Last Name										Last Name									

6. Conditions rendering nomination invalid:

1st Nominee										2nd Nominee										3rd Nominee									

Section D - Subscriber Scheme Details

1st Scheme										2nd Scheme										3rd Scheme									
Pension Fund Managers Name/Code										Pension Fund Managers Name/Code										Pension Fund Managers Name/Code									
Scheme ID No./Name										Scheme ID No./Name										Scheme ID No./Name									
Percentage Share										Percentage Share										Percentage Share									

Section E - Declaration

I understand that there would be PFRDA approved Terms and Conditions for Subscribers on the CRA website governing I-Pin (to access CRA/NPSCAN and view details) & T-pin. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I, \_\_\_\_\_, the applicant, do hereby declare that what is stated above is true to the best of my information & belief.

Date:

D D M M Y Y Y Y

Signature/Left Thumb Impression of Subscriber

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INSTRUCTIONS FOR FILLING PRAN FORM.

- a) Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- b) Details Marked with (\*) are the mandatory fields.
- c) Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- d) Individual Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
- e) Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- f) Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

Sr. No.	Item No	Item Details	Guidelines for Filling the Form
<b>Section A - Subscribers Personal Details</b>			
1	3	Date of Birth	All Dates Should be in "DDMMYYYY" Format
2	6	Present Address	All future communications will be sent to present address.
3	8, 9, 10	Phone No., Mobile No. & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy.
4	11	Subscriber's Bank Details	If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory.
<b>Section B - Subscribers Employment Details</b>			
It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should notify Overwriting / Striking off of any of the employment details.			
5	3	PPAN	Kindly provide the PPAN (Permanent Pension Account Number), if it has been allotted to the subscriber by the concerned PAO.
6	8 & 9	PAO/CDDO Reg. No. & DDO Reg. No.	<ol style="list-style-type: none"> <li>1. PAO/CDDO Reg. No. and DDO Reg. No. are the unique Registration number allotted by Central Recordkeeping Agency.</li> <li>2. CDDOs will register as both PAOs and DDOs.</li> <li>3. NCDDOs will register only as DDOs and obtain the PAO Reg. No. from their respective PAOs.</li> </ol>
<b>Section C - Subscriber's Nomination Details</b>			
7	4	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be Integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
8	5	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory.
<b>Section D - Subscriber scheme details</b>			
If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on <a href="http://www.npscm.nsdli.co.in">http://www.npscm.nsdli.co.in</a>			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on <a href="http://www.npscm.nsdli.co.in">http://www.npscm.nsdli.co.in</a> Subscriber can not fill the same scheme details more than once. If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable.	
10	Percentage Share	Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA.	

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- a) Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npscm.nsdli.co.in>).
- b) The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.
- c) The Subscriber can obtain the status of his/her application from the CRA website or through the respective PAO/CDDO.
- d) For more information  
Visit us at <http://www.npscm.nsdli.co.in>  
Call us at 022-24994200  
e-mail us at [info.cra@nsdl.co.in](mailto:info.cra@nsdl.co.in)  
Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

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F.No.19024/1/2009-E.IV  
Government of India  
Ministry of Finance  
(Department of Expenditure)

New Delhi, the 13<sup>th</sup> July 2009.

**OFFICE MEMORANDUM**

Subject : Air Travel on official account – both domestic and international.

In partial modification of this Ministry's OM No. F. No. 7(2)E. Coord/2005 dated 23<sup>rd</sup> November, 2005 and in supersession of this Ministry's OM No. 19024/1/E.IV/2005 dated 24.3.2008, it has been decided that in all cases of air travel, both domestic and international, where the Government of India bears the cost of air passage, the officials concerned may travel only by Air India

2. For travel to stations not connected by Air India, the officials may travel by Air India to the hub/point closest to their eventual destination, beyond which they may utilise the services of another airline which should also preferably be an alliance partner of Air India.

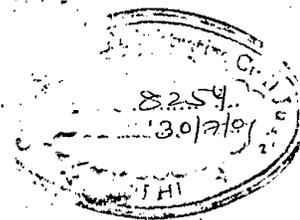
3. In all cases of deviation from these orders because of operational or other reasons or on account of non-availability, individual cases may be referred to the Ministry of Civil Aviation for relaxation.

4. All Ministries/Departments of the Government of India are requested to strictly adhere to these instructions.

5. These orders will also apply to officials in autonomous bodies funded by Government of India:

*(Signature)*  
(Y.P. Sehgal)

Deputy Secretary to the Govt. of India.



**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

No. 92584-93084 /LTCH/ITA/Accts./2009

Dt. 08/7/09

Copy forwarded for information to:-

1. P.A. to Ld. District & Sessions Judge, No.I, Room No.302, Tis Hazari, Delhi.
2. The Ld. District & Sessions Judge, No.II and III at Tis Hazari, Delhi.
3. The Ld. District & Sessions Judge, No.IV and V at Patiala House Courts, New Delhi.
4. The Ld. District & Sessions Judge, No.VI and VII at Karkardooma Courts, Delhi.
5. The Ld. District & Sessions Judge, No.VIII at Rohini Courts, Delhi.
6. The Ld. District & Sessions Judge, No.IX at Dwarka Courts, Delhi.
7. The Chief Metropolitan Magistrate, Delhi.
8. The Administrative Civil Judge, Delhi.
9. The Judge Incharge, Small Causes Courts, Delhi.
10. All the Special Metropolitan Magistrates, Delhi, New Delhi, Karkardooma Court, Rohini Court, Dwarka Court with the request that these instruction must be brought to the notice of the staff posted in their Courts.
11. Website Committee, Annexure-I, Patiala House Courts, New Delhi.
12. All Administrative Officers, Superintendents, Branch Incharge at Tis Hazari Court, Patiala House Court, Karkardooma Court, Rohini Court, Dwarka Courts.
13. The Superintendent, Computer Branch.
14. Notice Board at Tis Hazari Court, Patiala House Court, Karkardooma Court, Rohini Court, Dwarka Court.
15. All the Judicial Officers, Tis Hazari Court, Karkardooma Court, Patiala House Court, Rohini Court, Dwarka Court with the request that these instructions must be brought to the notice of the staff posted in their Courts.
16. All Public Relation Officers and Assistant Public Relation Officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts.

(SUNIL KUMAR AGGARWAL)  
ADDITIONAL DISTRICT & SESSIONS JUDGE,  
DRAWING & DISBURSING OFFICER/H.O.O.  
DELHI

*Be come*  
*all the staff*  
*31/7/09*  
*31/7/09*  
*31/7/09*  
*31/7/09*  
*31/7/09*

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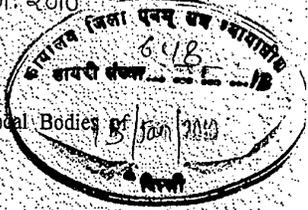
GOVERNMENT OF NCT OF DELHI  
Finance (Accounts) Department  
'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat,  
I.P. Estate, New Delhi.

No.F.16/2010-AC/dsta/95/102

Dated: 13.01.2010

To

- 1. All the Pr Secretaries/Secretaries/Heads of Departments of Government of NCT of Delhi.
- 2. Heads of all Autonomous/Grant-in-aid Institutions/Local Bodies of Government of NCT of Delhi.



OFFICE MEMORANDUM

Subject: *Regarding purchase of air-tickets through approved agents while on domestic travel by air on tours.*

Sir/Madam,

Instances have come to the notice of the Finance Department that, while on official tours, the officers are booking air-tickets through private travel agents and thereafter seeking ex-post facto relaxation from FD by citing the reason of ignorance of instructions.

The attention of the Departments are invited towards the instructions issued by the Government of India, Ministry of Finance, vide their Office Memorandum No.F.19024/1/E.IV/2005, dated 24.03.2006, wherein it has been stated that while on domestic travel by air on tours, the officers are permitted to make booking through the internet or through travel agents. Wherever the officer seeks to utilize the service of travel agents, it should be limited to M/s Balmer Lawrie & Company and M/s Ashok Travels and Tours. As per the existing instructions of Government of NCT of Delhi, DTTDC is also an approved agency for booking air-tickets while on official tour.

It is, therefore, reiterated that the booking of air-tickets, while on domestic travel by air on tours, may be made through the Internet or through DTTDC or through the approved travel agents of Government of India. It is, further, reiterated that FD will not allow any relaxation on this account in future.

*J.P.*  
(J.P. Singh),  
Pr. Secretary (Finance)

Copy forwarded to the following for information:-

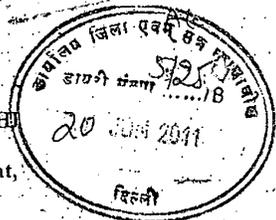
- 1. Pr. Secretary to Lt. Governor, Delhi
- 2. Pr. Secretary to Chief Minister, Delhi
- 3. Secretaries to all the Ministers of Government of NCT of Delhi.
- 4. Addl. Secretary/Jt. Secretary/Dy. Secretaries/Under Secretaries of FD.

*Mr. Manoj*  
*18/1/10*

*staff to note*  
*29/1/10*

*480*  
*29/1/10*





GOVERNMENT OF NCT OF DELHI  
Finance (Accounts) Department  
'A' Wing, 4<sup>th</sup> Level, Delhi Secretariat,  
I.P. Estate, New Delhi.

No.F.16/1/2010-ACI 5314/718-723 Dated: 13.06.2011

OFFICE MEMORANDUM

Subject: Regarding purchase of air-tickets through approved agents while on domestic travel by air on tours.

Handwritten notes and signatures on the left side of the page, including dates like 26/7/11, 27/7/11, and 28/7/11, and names like 'on salary leave' and 'B.L. Sharma'.

Attention of all the Departments, of Government of NCT of Delhi is invited towards the instructions issued by the Government of India, Ministry of Finance vide their Office Memorandum No.F.19024/1/E.IV/2005, dated March 24, 2006 and FD's O.M. of even number, dated January 13, 2010, wherein it has been stated that while on domestic travel by air on tours, the officers are permitted to have/get booking through the internet or through travel agents. Wherever an officer seeks to utilize the service of travel agents, it should be limited to M/s. Balmer Lawrie & Company and M/s Ashok Travels and Tours. Now, Government of NCT of Delhi have approved DTTDC shall also as an authorized agency for booking air-tickets while on official tour.

It is, therefore, reiterated that the booking of air-tickets, while on domestic travel by air on tours or on LTC, may be made through the Internet or through DTTDC or through the approved travel agents approved by the Government of India.

FD will be unable to consider any proposals for relaxation on this account in future.

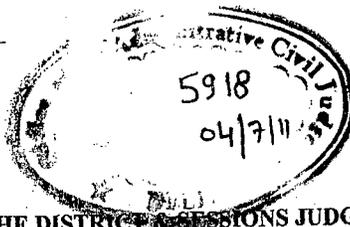
This issues with approval of Hon'ble Licutenant Governor, Delhi.

(B.L. Sharma),  
Spl. Secretary (Finance).

To

1. All the Pr.Secretaries/Secretaries/Heads of Departments of Government of NCT of Delhi.
2. Heads of all Autonomous/Grant-in-aid Institutions/Local Bodies of Government of NCT of Delhi.
3. Controller of Accounts, Pr. Accounts-Office, Vikas Bhawan, New Delhi.
4. Controller of Accounts, Directorate of Audit, Delhi Sachivalaya, I.P. Estate, New Delhi.
5. Addl. Secretary//Dy. Secretaries/Under Secretaries/Desk Officers of FD
6. Web Site of Finance Department.

Extensive handwritten signatures and initials at the bottom of the page, including names like 'Ms. Nutan', 'Kamal', and various dates such as 27/7/11, 28/7/11, and 29/7/11.



Supdt.

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OFFICE OF THE DISTRICT & SESSIONS JUDGE :DELHI

No. 36079-219 /LTC/HT/TA/Accts./2011

Dt. 23/06/2011

Copy forwarded for information to:-

1. P.A. to Ld. District & Sessions Judge, Room No.302, THC, Delhi.
2. The Ld. District Judge & Addl. Sessions Judge, I/C North District at THC.
3. The Ld. District Judge & Addl. Sessions Judge, I/C West District at THC.
4. The Ld. District Judge & Addl. Sessions Judge, I/C New Delhi District at PHC.
5. The Ld. District Judge & Addl. Sessions Judge, I/C South & Saket District at Saket Courts, Delhi.
6. The Ld. District Judge & Addl. Sessions Judge, I/C East District at Karkardooma Courts, Delhi.
7. The Ld. District Judge & Addl. Sessions Judge, I/C North-East District at Karkardooma Courts, Delhi.
8. The Ld. District Judge & Addl. Sessions Judge, I/C North-West District at Rohini Courts, Delhi.
9. The Ld. District Judge & Addl. Sessions Judge, I/C South-West District at Dwarka Courts, Delhi.
10. All the Administrative Civil Judges, Incharge Small Cause Courts, Special Metropolitan Magistrates, Judicial Officers posted in Tis Hazari Courts (Central District), with the request that these instructions must be brought to the notice of the staff posted in their Courts.
11. All Administrative Officers, Superintendents, Branch Incharge, Public Relation Officers and Assistant Public Relation Officers at Tis Hazari Court, (Central District), Delhi.
12. Website Committee, Tis Hazari Courts, Delhi with the request to put the O.M. on official website.

Jamal  
6/7/2011

Sunil Kumar Aggarwal  
22.6.11

(SUNIL KUMAR AGGARWAL)  
ADDITIONAL DISTRICT & SESSIONS JUDGE,  
DRAWING & DISBURSING OFFICER/H.O.O.  
DELHI.

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OFFICE OF THE DISTRICT & SESSIONS JUDGE DELHI

CIRCULAR

It has been brought to the notice of undersigned that monthly Cash & Revenue Statement and Pendency Statement received from Copying Agencies at various Court Complexes are not having a uniform Proforma, which causes lots of difficulty in compiling and preparing reports for onward transmission to the Accounts Branch and Hon'ble High Court of Delhi, New Delhi.

Hence, it is impressed upon all concerned to send the Monthly Cash & Revenue Statement and Pendency Statement of their respective Copying Agency as per the enclosed proformas. It shall also be ensured that statements must reach by 5<sup>th</sup> day of each English calendar month to General Branch(Central), Tis Hazari Courts, Delhi in compliance of the directions issued vide Circular No.27666-690-1/Genl./CA/2010 dated 12.08.2010.

In the event of failure to send the statements as per prescribed proformas, statements shall not be entertained.

*[Signature]*  
(B.R. KEDIA)

Officer-in-charge, General Branch(Central)  
Addl. District & Sessions Judge  
Tis Hazari Courts, Delhi

7 MAY 2012  
Delhi, Dated \_\_\_\_\_

No. 14959-977 /Cir./CA/Genl./2012

Copy forwarded for information and necessary action to:-

1. The Officer-in-Charge, Copying Agencies at Tis Hazari, Patiala House, Karkardooma, Rohini, Dwarka, and Saket Courts Delhi / New Delhi
2. The Judge, Small Causes Courts, Tis Hazari Courts, Delhi.
3. PS to Ld. District & Sessions Judge, Delhi.
4. The Superintendents/Branch-in-charges, Copying Agencies(Civil, Sessions and Criminal) at Tis Hazari, Patiala House, Karkardooma, Rohini, Dwarka, and Saket Courts Delhi / New Delhi.
5. The Branch-in-Charges, Copying Agencies(Civil, Sessions, Criminal and Small Causes Courts) at Tis Hazari Courts, Delhi.



*[Signature]*  
7/5/12

Officer-in-charge, General Branch (Central)  
Addl. District & Sessions Judge  
Tis Hazari Courts, Delhi

District and Sessions Judge  
Tis Hazari Courts, Delhi

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8257c  
24/11/13



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

No. 35273-I /Accts./320/2013

Dated : 26 NOV 2013

To

1. The Drawing & Disbursing Officer, West District, THC, Delhi.
2. The Drawing & Disbursing Officer, New Delhi District, PHC, New Delhi.
3. The Drawing & Disbursing Officer, South District, Saket, New Delhi.
4. The Drawing & Disbursing Officer, South-East District, Saket, New Delhi.
5. The Drawing & Disbursing Officer, East District, KKD, Delhi.
6. The Drawing & Disbursing Officer, North-East District, KKD, Delhi.
7. The Drawing & Disbursing Officer, North-West District, Rohini, Delhi.
8. The Drawing & Disbursing Officer, North District, Rohini, Delhi.
9. The Drawing & Disbursing Officer, South-West District, Dwarka, New Delhi.
- ✓ 10. The Drawing & Disbursing Officer, Office of the Administrative Civil Judge, THC, Delhi
11. The Drawing & Disbursing Officer, Office of the Judges Small Cause Courts, THC, Delhi
12. The Drawing & Disbursing Officer, Family Courts, Dwarka, New Delhi.

**Subject : Peon-cum-Home Orderly Allowance**

Sir,

I am directed to enclose herewith the copy of Circular No. F.17(26)/2010/Misc./GAD/Admn./2784-85 dated 11/11/2013 regarding increase in the amount of reimbursement for Peon-cum-Home Orderly Allowance w.e.f. 01/10/2013.

This is for information and necessary action.

Dr. Kailash  
26-11-13

(SUNIL KUMAR AGGARWAL)  
ADDL. DISTRICT & SESSIONS JUDGE  
DRAWING & DISBURSING OFFICER (HQ)  
DELHI

Seen File, E.H. Secy

Aggwal 26/11/13

1009

GOVT. OF NCT OF DELHI  
GENERAL ADMINISTRATION DEPARTMENT  
2ND LEVEL, 'A' WING: DELHI SECRETARIAT-110113  
I.P. ESTATE: NEW DELHI-110002

F. No. 17(26)/2010/Misc./GAD/Admn./2784-85

Dated: 11/11/13

CIRCULAR

In continuation of this Office Memorandum No. 17(26) 2010/Misc./GAD/Admn./1150-98 dated 03/05/2013 and in compliance with the Cabinet Decision No. 1850 dated 27.12.2011 regarding increase in the number and amount of reimbursement for Peon-cum-Home Orderly for Camp Office Facilities to IAS Officers and Senior DANICS Officers (JAG and above), and further in accordance with the Labour Department, GNCT of Delhi Notification dated 03/10/13, the reimbursable amount for part time Peon-cum-Home Orderly @50% of the minimum wages for unskilled category will be as under: -



- (1) From 01.10.13 4,043/- Per Month (50% of Rs. 8,086/-)

This issues with the prior concurrence of Finance Department vide U.O. No. 467/DSI dated 06.11.2013.

*Ce*  
*D&S (H&S)*  
*13/11/13*

*(Signature)*  
(MUKSH KUMAR SHARMA)  
DEPUTY SECRETARY (GAD)

F. No. 17(26)2010/Misc./GAD/Admn./2784-85  
Copy to: -

Dated: 11/11/13

- 1. All Pr. Secretaries/Secretaries/Head of various Departments of Govt. of NCT of Delhi.
- 2. Head of all Autonomous Bodies, Govt. of NCT of Delhi.

*Mr. Rajesh*  
*320*  
*circulate to all*  
*col. 2006*  
*sk*  
*16/11/13*

*(Signature)*  
(MUKESH KUMAR SHARMA)  
DEPUTY SECRETARY (GAD)

(89)

182/c  
18/3/14

Administrative Civil Judge  
2246  
11/3/14

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ) DELHI

NO. 7786-L /Accts/2014 Dated: 10<sup>th</sup> March, 2014

To

- ✓ 1. The District & Sessions Judge, East District, KKD, Delhi.
- 2. The District & Sessions Judge, New Delhi District, PHC, New Delhi.
- 3. The District & Sessions Judge, South District, Saket, N. Delhi
- 4. The District & Sessions Judge, North-East District, KKD, Delhi.
- 5. The District & Sessions Judge, Shahdara District, KKD, Delhi.
- 6. The District & Sessions Judge, North West District, Rohini, Delhi.
- 7. The District & Sessions Judge, South East District, Saket, New Delhi.
- 8. The District & Sessions Judge, West District, THC, Delhi.
- 9. The District & Sessions Judge, North District, Rohini, Delhi.
- 10. The District & Sessions Judge, South West District, Dwarka, New Delhi.
- ✓ 11. The Administrative Civil Judge, Central District, THC, Delhi.

SUB: Purchase/Reimbursement of brief case/office bag/ladies purse

Sir/Madam

Please find enclosed a copy of Circular No. F.2/1117/2013/CTB/GAD/Vol.I/3200 dated 27.09.2013 of the General Administration Department (Care Taking Branch) Govt. of NCT of Delhi on the above subject. In consonance therewith the entitlement of Judicial Officers and eligible Ministerial staff for reimbursement on purchase of brief case/office bag/ladies purse by them from any public/private outlet is worked out as under:

Designation	Equivalent to Grade Pay	Upper Ceiling
District & Sessions Judge	12000	10000
DHJS Officers - Super Time Scale	12000	10000
DHJS Officers - Selection Grade	10000	10000
DHJS Officers - Entry Level	8900	8000

Sh. Kulkarni / ext.  
11/3/14

Seen by Accounts Branch / Roll Clerk  
[Signature]

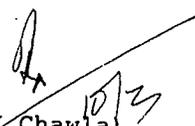
Asst. Secy  
18/3/14

(90)

DJS Officers - Senior Division	7600	8000
DJS Officers - Time Scale	6600	6500
DJS Officers - Entry level	5400	6500
Sr. Administrative Officers Or equivalent	7600	5000
Superintendants/AO or equivalent	6600	4000
Sr. Assistant, AAO or equivalent	4600, 4800 & 5400	4000
Assistants, UDC or equivalent	4200	3500

The judicial officers/officials shall submit their reimbursement claims with original bills at the earliest.

The necessary funds as per the Revised Estimates 2013-14 received on 07.03.2014 are being separately allocated.

  
(A.K. Chawla)

District & Sessions Judge (HQ)  
Delhi.

(91)

124c

CD No.062239794  
GENERAL ADMINISTRATION DEPARTMENT  
GOVERNMENT OF NCT OF DELHI  
CARETAKING BRANCH  
2<sup>ND</sup> LEVEL, A-WING, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI-110002

No.F.2/1117/2013/CTB/GAD/vol.1 | 3200

Dated: 27 Sept. 2013

**CIRCULAR****Sub.: Purchase/reimbursement of briefcase/ office bag/ ladies purse.**

1. Considering the prevailing market rates and increasing prices of the consumer goods, the following monetary ceiling for purchase/reimbursement of briefcase/ office bag/ ladies purses for GNCTD officers/employees are prescribed :-

Sl. No.	Designation	Upper ceiling
1.	Chief Secretary	Rs.12000/-
2.	Pr. Secretary/Special Secretary or equivalent	Rs.10000/-
3.	Addl. Secretary or equivalent	Rs.8000/-
4.	Joint Secretary or equivalent	Rs.6500/-
5.	Director/ Deputy Secretary or equivalent	Rs.5000/-
6.	Under Secretary/ Pr. Private Secretary or equivalent	Rs.4000/-
7.	Superintendent/Private Secretary or equivalent	Rs.4000/-
8.	Assistant/PA or equivalent	Rs.3500/-

2. The entitled officers/officials can purchase briefcase/ office bags/ ladies purses of their own choice from any private/public outlet. However, reimbursement shall be restricted to the above mentioned ceiling limits.
3. The briefcase/ office bag/ ladies purse shall be provided to the above officers/officials on joining GNCTD or on completion of three years from the date of issue of earlier one.
4. The above revised ceiling will be effective with immediate effect.
5. This issues with the concurrence of F.D. vide U.O. Note No.408/DS-I dated 27.09.2013.

*Bain*  
(P.C. JAIN)  
SPECIAL SECRETARY(GAD)

To

All Principal Secretaries/Secretaries/HODs of GNCT of Delhi.

92

# LEAVE TRAVEL CONCESSION

93

278uc  
18/12/08

Dr. No. 17884  
Del. No. 18/12/08

OFFICE OF THE DISTRICT & SESSIONS JUDGE - DELHI

No. 108482 - 2982 /LTC/HT/Accts./2008

Dt. 16/12/08

Copy forwarded for information to:-

1. P.A. to Ld. District & Sessions Judge, No.I, Room No.302, Tis Hazari, Delhi.
2. The Ld. District & Sessions Judge, No.II and III at Tis Hazari, Delhi.
3. The Ld. District & Sessions Judge, No.IV and V at Patiala House Courts, New Delhi.
4. The Ld. District & Sessions Judge, No.VI and VII at Karkardooma Courts, Delhi.
5. The Ld. District & Sessions Judge, No.VIII at Rohini Courts, Delhi.
6. The Ld. District & Sessions Judge, No.IX at Dwarka Courts, Delhi.
7. The Chief Metropolitan Magistrate, Delhi.
8. The Administrative Civil Judge, Delhi.
9. The Judge Incharge, Small Causes Courts, Delhi.
10. All the Special Metropolitan Magistrates, Delhi, New Delhi, Karkardooma Court, Rohini Court, Dwarka Court with the request that these instruction must be brought to the notice of the staff posted in their Courts.
11. Website Committee, Annexure-I, Patiala House Courts, New Delhi.
12. All Administrative Officers, Superintendents, Branch Incharge at Tis Hazari Court, Patiala House Court, Karkardooma Court, Rohini Court, Dwarka Courts.
13. The Superintendent, Computer Branch.
14. Notice Board at Tis Hazari Court, Patiala House Court, Karkardooma Court, Rohini Court, Dwarka Court.
15. All the Judicial Officers, Tis Hazari Court, Karkardooma Court, Patiala House Court, Rohini Court, Dwarka Court with the request that these instructions must be brought to the notice of the staff posted in their Courts.
16. All Public Relation Officers and Assistant Public Relation Officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts.

Sh. S. K. Singh

(DRAWING & DISBURSING OFFICER)/H.O.O.  
ADDITIONAL DISTRICT & SESSIONS JUDGE,  
DELHI.

Sh. Manoj Dayal  
18/12/08

Secy,  
Acs (control) /delhi

214

- 2 -

F.No.7(1)/E.Coord./2008  
Government of India  
Ministry of Finance  
Department of Expenditure  
(E-Coord. Branch)

New Delhi, the 4<sup>th</sup> December, 2008.

**OFFICE MEMORANDUM**

**Subject: Expenditure Management – Economy Measures and Rationalization of Expenditure – Guidelines related to LTC – Clarifications – reg.**

1.1 The undersigned is directed to refer to OM of even number dated 10 November 2008 regarding expenditure management and guidelines for LTC. In view of the references received in regard to the difficulties in determination of 'cheapest' economy fare, it is clarified that officers and/or their families may choose to travel on LTC by any airline provided that the fare does not exceed the fares offered by NACIL (Air India) under their LTC 80 scheme effective from 1 December, 2008 for sectors covered under the scheme, details of which are available on the website <http://www.indianairlines.in/scripts/leavetravelconcession.aspx>. For sectors not covered by the LTC 80 scheme of NACIL, officers should ensure that cheapest economy tickets are purchased by either booking through internet/airlines directly/authorized travel agents.

1.2 It may also be certified by each officer while submitting his/her LTC claim that no other benefit, other than air travel, has been availed of as a part of any package offered by any airline.

2. These orders will be applicable in the case of tickets booked on or after the date of issue. In respect of tickets booked between 10 November 2008 and the date of issue of these orders, LTC claims may be processed for clearance provided full fare economy tickets have not been purchased and no other benefits, except air travel, have been availed of.

*B. Bahri*  
(BINA BAHRI)

Deputy Secretary to the Government of India

All Secretaries to the Government of India

- Copy to:
1. Cabinet Secretary
  2. Secretary, Planning Commission
  3. All Financial Advisers

### Leave Travel Concession Scheme

#### Leave Travel Concession Scheme

NACIL is offering you a revised Leave Travel Concession Scheme (LTC-80), which was presently being offered under LTC-30 with effect from 01st December, 2008.

#### Highlights.

1. Under this scheme you can travel in Economy Class on selected domestic sectors.
2. You can not avail child & Infant Fare or any other discount under this scheme.
3. Tickets booked under LTC Scheme are refundable. However you will have to pay refund Fee of Rs. 100 per ticket, cancelled at least 1hour prior to the departure. But if you get the Ticket cancelled less than 1hour prior to the departure, it will be treated as no-show.
4. you can re-book and change your reservation by paying just Rs.100 per ticket at least 1hour prior to departure.
5. After commencement of the journey you can not Re-Route your booking.
6. For verification you are required to carry the Employee Identity Card while traveling.
7. Your ticket will be Non-endorsable and valid to travel on Air India only.
8. If you are an Employee of the State, Central Government, Public Sector Undertakings or employees of the educational Institutions then you and your family members travelling on leave are eligible for availing LTC facility.
9. Under this scheme your booking should be on confirmed basis.
10. You can purchase your ticket under this scheme from Air India booking offices and approved travel agents.

LEAVE TRAVEL CONCESSION SCHEME (LTC-80)  
(With effect from 1st December, 2008 until further Notice)

S No	Sector	Fares	PSF	Fuel Surcharge	Total fare
	All Sectors v.v.	(Rs.)	(Rs.)	(Rs.)	(Rs.)
1	Agartala - Guwahati	1100	225	1950	3275
2	Agartala - Kolkata	1100	225	1950	3275
3	Agartala - Silchar	415	225	1950	2590
4	Agatti-Kochi	3415	225	1950	5590
5	Ahmedabad - Bangalore	3500	225	2700	6425
6	Ahmedabad - Delhi	2475	225	2700	5400
7	Ahmedabad - Hyderabad	2475	225	2700	5400
8	Ahmedabad - Jaipur	2295	225	1950	4470
9	Ahmedabad - Kolkata	3300	225	2700	6225
10	Ahmedabad - Mumbai	1100	225	1950	3275
11	Ahmedabad - Vadodara	1400	225	1950	3575
12	Aizawl - Guwahati	1330	225	1950	3505
13	Aizawl - Imphal	1100	225	1950	3275
14	Aizawl - Kolkata	1100	225	1950	3275
15	Allahabad - Delhi	2340	225	1950	4515
16	Allahabad-Kanpur	1200	225	1950	3375
17	Amritsar - Delhi	1100	225	1950	3275
18	Aurangabad - Delhi	2500	225	2700	5425
19	Aurangabad - Mumbai	2300	225	1950	4475
20	Bagdogra - Delhi	3300	225	2700	6225
21	Bagdogra - Guwahati	1100	225	1950	3275
22	Bagdogra - Kolkata	1100	225	1950	3275
23	Bangalore - Bhubaneshwar	3300	225	2700	6225
24	Bangalore - Chennai	1400	225	1950	3575
25	Bangalore - Coimbatore	1530	225	1950	3705
26	Bangalore - Delhi	3700	225	2700	6625
27	Bangalore - Goa	1350	225	1950	3525
28	Bangalore - Hyderabad	1100	225	1950	3275
29	Bangalore - Kochi	1100	225	1950	3275

30	Bangalore - Kolkata	3700	225	2700	6625
31	Bangalore - Mumbai	2475	225	2700	5400
32	Bangalore - Pune	1100	225	1950	3275
33	Bangalore-Thiruvananthapuram	1525	225	1950	3700
34	Bhopal - Delhi	2180	225	1950	4355
35	Bhopal - Gwalior	1520	225	1950	3695
36	Bhopal - Indore	1400	225	1950	3575
37	Bhopal - Mumbai	2380	225	1950	4555
38	Bhubaneshwar - Chennai	3680	225	2700	6605
39	Bhubaneshwar - Delhi	4180	225	2700	7105
40	Bhubaneshwar - Hyderabad	3280	225	2700	6205
41	Bhubaneshwar - Kolkata	1100	225	1950	3275
42	Bhubaneshwar - Mumbai	3300	225	2700	6225
43	Bhubaneshwar - Raipur	2280	225	1950	4455
44	Bhubaneshwar - Ranchi	1300	225	1950	3475
45	Chandigarh - Delhi	1100	225	1950	3275
46	Chandigarh - Mumbai	3700	225	2700	6625
47	Chandigarh - Leh #	2180	225	1950	4355
48	Chennai - Coimbatore	1100	225	1950	3275
49	Chennai - Delhi	3700	225	2700	6625
50	Chennai - Goa	2475	225	2700	5400
51	Chennai - Hyderabad	1100	225	1950	3275
52	Chennai - Kochi	1100	225	1950	3275
53	Chennai - Kolkata	3700	225	2700	6625
54	Chennai - Kozhikode	1100	225	1950	3275
55	Chennai - Madurai	1100	225	1950	3275
56	Chennai - Mumbai	3300	225	2700	6225
57	Chennai - Port Blair	3500	225	2700	6425
58	Chennai - Raipur	3300	225	2700	6225
59	Chennai - Tiruchirapalli	1100	225	1950	3275
60	Chennai-Thiruvananthapuram	1200	225	1950	3375

61	Chennai-Visakhapatnam	1500	225	1950	3675
62	Coimbatore - Delhi	4080	225	2700	7005
63	Coimbatore - Kochi	1100	225	1950	3275
64	Coimbatore-Kozikode	1100	225	1950	3275
65	Coimbatore - Mumbai	3300	225	2700	6225
66	Delhi - Goa	3700	225	2700	6625
67	Delhi - Guwahati	3700	225	2700	6625
68	Delhi - Hyderabad	3300	225	2700	6225
69	Delhi - Gwalior	1590	225	1950	3765
70	Delhi - Imphal	4280	225	2700	7205
71	Delhi - Indore	2280	225	1950	4455
72	Delhi - Jaipur	1100	225	1950	3275
73	Delhi - Jabalpur	2650	225	1950	4825
74	Delhi - Jammu #	1100	225	1950	3275
75	Delhi - Jodhpur	2000	225	1950	4175
76	Delhi - Kanpur	1900	225	1950	4075
77	Delhi - Khajuraho	2180	225	1950	4355
78	Delhi - Kochi	4075	225	2700	7000
79	Delhi - Kolkata	3300	225	2700	6225
80	Delhi - Kozhikode	5235	225	2700	8160
81	Delhi - Kullu	1650	225	1950	3825
82	Delhi - Leh #	1300	225	1950	3475
83	Delhi - Lucknow	1100	225	1950	3275
84	Delhi - Mumbai	3300	225	2700	6225
85	Delhi - Nagpur	2475	225	2700	5400
86	Delhi - Pathankot	1600	225	1950	3775
87	Delhi - Patna	2475	225	2700	5400
88	Delhi - Pune	3300	225	2700	6225
89	Delhi - Raipur	2475	225	2700	5400
90	Delhi - Ranchi	3480	225	2700	6405
91	Delhi - Srinagar #	1900	225	1950	4075

(99)

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92	Delhi - Surat	3300	225	2700	6225
93	Delhi - Tirupati	4515	225	2700	7440
94	Delhi - Thiruvananthapuram	4580	225	2700	7505
95	Delhi - Udaipur	2180	225	1950	4355
96	Delhi - Vadodara	2475	225	2700	5400
97	Delhi - Varanasi	1100	225	1950	3275
98	Delhi - Visakhapatnam	3500	225	2700	6425
99	Dibrugarh - Guwahati	500	225	1950	2675
100	Dibrugarh - Jorhat	415	225	1950	2590
101	Dibrugarh - Kolkata	2475	225	2700	5400
102	Dibrugarh - Lilabari	415	225	1950	2590
103	Dimapur - Imphal	500	225	1950	2675
104	Dimapur - Jorhat	1680	225	1950	3855
105	Dimapur - Guwahati	1025	225	1950	3200
106	Dimapur - Kolkata	2180	225	1950	4355
107	Dimapur - Tezpur	1380	225	1950	3555
108	Gaya - Guwahati	800	225	2700	3725
109	Gaya - Kolkata	1100	225	1950	3275
110	Goa - Kochi	2180	225	1950	4355
111	Goa - Kozhikode	1100	225	1950	3275
112	Goa - Mumbai	1100	225	1950	3275
113	Goa - Pune	1325	225	1950	3500
114	Guwahati - Imphal	1100	225	1950	3275
115	Guwahati - Jorhat	500	225	1950	2675
116	Guwahati - Kolkata	1100	225	1950	3275
117	Guwahati - Lilabari	500	225	1950	2675
118	Guwahati - Silchar	500	225	1950	2675
119	Gwalior - Jabalpur	1700	225	1950	3875
120	Hyderabad - Kolkata	3300	225	2700	6225
121	Hyderabad - Mumbai	1100	225	1950	3275
122	Hyderabad - Nagpur	1100	225	1950	3275
123	Hyderabad - Pune	1325	225	1950	3500
124	Hyderabad - Tirupati	1100	225	1950	3275
125	Hyderabad - Visakhapatnam	1100	225	1950	3275
126	Imphal - Jorhat	1680	225	1950	3855
127	Imphal - Kolkata	1280	225	1950	3455
128	Imphal - Silchar	500	225	1950	2675

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129	Indore - Mumbai	1800	225	1950	3975
130	Jaipur - Jodhpur	1500	225	1950	3675
131	Jaipur - Kolkata	3385	225	2700	6310
132	Jaipur - Mumbai	2475	225	2700	5400
133	Jaipur - Udaipur	1500	225	1950	3675
134	Jammu - Srinagar #	1100	200	1950	3250
135	Jammu - Leh #	1380	200	1950	3530
136	Jamnagar - Mumbai	2280	225	1950	4455
137	Jabalpur - Raipur	1510	225	1950	3685
138	Jodhpur - Mumbai	2475	225	2700	5400
139	Jodhpur - Udaipur	1400	225	1950	3575
140	Jorhat - Kolkata	1650	225	1950	3825
141	Jorhat - Lilabari	500	225	1950	2675
142	Jorhat - Shillong	415	225	1950	2590
143	Jorhat - Tezpur	1680	225	1950	3855
144	Khajuraho - Mumbai	3380	225	2700	6305
145	Khajuraho - Varanasi	1400	225	1950	3575
146	Kochi - Kozhikode	1100	225	1950	3275
147	Kochi - Mumbai	3300	225	2700	6225
148	Kochi-Thiruvananthapuram	1100	225	1950	3275
149	Kolkata - Mumbai	3700	225	2700	6625
150	Kolkata - Nagpur	3380	225	2700	6305
151	Kolkata - Port Blair	4280	225	2700	7205
152	Kolkata - Shillong	1580	225	1950	3755
153	Kolkata - Silchar	1100	225	1950	3275
154	Kolkata - Tezpur	1880	225	1950	4055
155	Kozhikode - Mumbai	2475	225	2700	5400
156	Kozhikode - Tiruchirapalli	1100	225	1950	3275
157	Kulu-Pathankot	500	225	1950	2675
158	Leh - Srinagar#	2180	200	1950	4330
159	Lucknow - Varanasi	1100	225	1950	3275
160	Mumbai - Lucknow	3880	225	2700	6805
161	Madurai-Mumbai	4225	225	2700	7150

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162	Mangalore-Mumbai	1100	225	1950	3275
163	Mumbai - Nagpur	1100	225	1950	3275
164	Mumbai - Patna	4500	225	2700	7425
165	Mumbai - Pune	1200	225	1950	3375
166	Mumbai - Rajkot	2500	225	1950	4675
167	Mumbai - Raipur	2475	225	2700	5400
168	Mumbai - Ranchi	4540	225	2700	7465
169	Mumbai-Thiruvananthapuram	3880	225	2700	6805
170	Mumbai - Udaipur	2775	225	1950	4950
171	Mumbai - Vadodara	1100	225	1950	3275
172	Mumbai - Varanasi	4380	225	2700	7305
173	Mumbai - Visakhapatnam	4300	225	2700	7225
174	Nagpur - Raipur	1600	225	1950	3775
175	Patna - Ranchi	1200	225	1950	3375
176	Raipur - Visakhapatnam	1680	225	1950	3855
177	Shillong - Tezpur	1300	225	1950	3475
178	Tiruchirapalli -Thiruvananthapuram	1100	225	1950	3275

# The levy of Passenger Service Fee (WO) for passenger embarking in the State of J&K is INR-200 for tickets sold in India

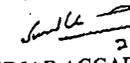
OFFICE OF THE DISTRICT & SESSIONS JUDGE(HQ) :DELHI

No. 30918-31078/LTC/HT/TA/Accts./2013

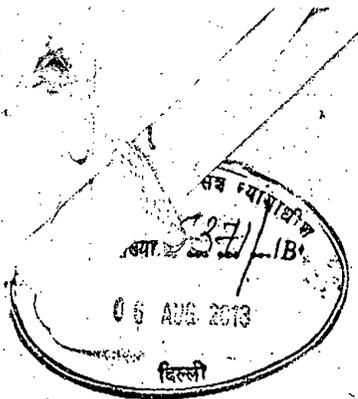
Dt. 22/8/13

Copy forwarded for information to:-

1. P.A. to Ld. District & Sessions Judge(HQ), Room No.302, THC, Delhi.
2. P.A. to Ld. District & Sessions Judge, North District at Rohini, Delhi.
3. P.A. to Ld. District & Sessions Judge, West District at THC, Delhi.
4. P.A. to Ld. District & Sessions Judge, New Delhi District at PHC, New Delhi.
5. P.A. to Ld. District & Sessions Judge, South & Saket District at Saket Courts, Delhi.
6. P.A. to Ld. District & Sessions Judge, East District at Karkardooma Courts, Delhi.
7. P.A. to Ld. District & Sessions Judge, North-East District at Karkardooma Courts, Delhi.
8. P.A. to Ld. District & Sessions Judge, North-West District at Rohini Courts, Delhi.
9. P.A. to Ld. District & Sessions Judge, South-West District at Dwarka Courts, Delhi.
10. All the Administrative Civil Judges, Incharge Small Cause Courts, Special Metropolitan Magistrates, Judicial Officers posted in Tis Hazari Courts (Central District), with the request that these instructions must be brought to the notice of the staff posted in their Courts.
11. All Administrative Officers, Superintendents, Branch Incharge, Public Relation Officers, Assistant Accounts Officers and Assistant Public Relation Officers at Tis Hazari Court,(Central District), Delhi.
12. Website Committee, Tis Hazari Courts, Delhi with the request to put the O.M. on official website.
13. P. A. to Ld. District & Sessions Judge, Shahdara, Karkardooma Courts, Delhi.

  
 21.8.13  
 (SUNIL KUMAR AGGARWAL)  
 ADDITIONAL DISTRICT & SESSIONS JUDGE,  
 DRAWING & DISBURSING OFFICER/H.O.O.  
 DELHI

103



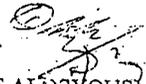
No. F.20/13/2013/AC/UCfa/21B-238  
GOVERNMENT OF NCT OF DELHI  
FINANCE (ACCOUNTS) DEPARTMENT  
'A' WING, 4<sup>th</sup> Level, Delhi Secretariat  
I.P. Estate, New Delhi.

Delhi: 02/08/13.

ENDORSEMENT

The copies of the under mentioned papers are forward herewith for necessary action and strict compliance to the following:

1. All Pr. Secretaries/Secretaries/Special/Addl./Joint Secretaries/ Deputy Secretaries/Under Secretaries of GNCT of Delhi.
2. All Head of Departments, GNCT of Delhi.
3. All Heads of Autonomous Bodies, Govt. of NCT of Delhi
4. Commissioner, MCD (North, East & South), Town Hall, Chandini Chowk, Delhi.
5. Chairperson, NDMC, Palika Kendra, New Delhi
6. Chief Executive Officer, Delhi Cantonment Board,
7. CEO, Delhi Urban Shelter Improvement Board, IP Estate, New Delhi.
8. Guard file
9. Website of Finance Department.

  
[T. ALOUSIOUS]  
Under Secretary (Finance-A/cs)

List of paper forwarded

S.No.	Name of the Ministry	OM No. & Date	Subject
1.	GOI, Ministry of Finance, Department of Expenditure	No. 19024/1/2012-E.IV dated.9-7-2013	Guidelines on Air Travel on Official Tours / Leave Travel Concession (LTC)- Regarding.



No. 19024/1/2012-ITV  
Government of India  
Ministry of Finance  
Department of Expenditure

North Block, New Delhi  
Dated: the 4<sup>th</sup> July, 2015

Office Memorandum

Subject: Guidelines on Air Travel on Official Tours/Leave Travel Concession (LTC) Carver.

Reference is invited to instructions issued by the Department of Expenditure, Ministry of Finance from time to time regarding the procedure for booking of air tickets on Government account. As per existing procedure, Government officials/offices can book the air tickets directly from Airlines (at Booking counters/Website of Airlines) and if needed, by utilizing the services of authorized agents, viz. M/s Balmer Lawrie & Company Limited (BLCL) and M/s Asbok Travels & Tours (ATT) (Department of Expenditure OM No. 19024/1/2009.F.IV dated 24.09.2010 refers). Air tickets for travel on LTC to a limited extent can also be get booked through Indian Railway Catering & Tourism Corporation (IRCTC) (Department of Personnel & Training OM No. 3301/1/672007-Estt (A) dated 03.12.2009 refers).

2. It has now been decided to include IRCTC as an authorized agent for the purpose of booking air tickets on Government account. Accordingly, if the services of a travel agent for booking air tickets on Government account is to be availed of in addition to BLCL and ATT, the services of IRCTC can also be availed of.

3. All Ministries/Departments of the Government of India etc. may accordingly bring these instructions to the notice of all concerned for strict compliance.

*(Signature)*

(Subhash Chandra)  
Deputy Secy (IA) to the Government of India

*Copy of*

To: All Ministries/Departments of the Govt. of India, etc. as per standard distribution list.

Copy to: 1. G.O. and UPSC, etc. (with usual number of spare copies) as per standard distribution list.

(SHAKTI SINGH)  
Pr. Secretary (Finance)

Ministry of Finance with the request to upload the OM on the website of this Ministry.

*USE WEST*

MS-Mutan  
MB

By  
17/7

*circulate to all  
let DDOs + JDOs/Bs in central Dept  
20/7/13*

*ALC*

Department of Personnel & Training

Establishment (A-IV)

\*\*\*

Frequently Asked Questions and Answers on Leave Travel Concession (LTC) matters

S.No.	Question	Answer
1	How are the claims of LTC be adjusted in case of delayed submission?	<p>Where advance has been drawn, the claim for reimbursement shall be submitted within <u>one</u> month of the completion of the return journey.</p> <p>Where no advance has been drawn, the expenditure incurred shall be submitted within <u>three months</u> of the completion of the return journey.</p> <p>Administrative Ministry/Department concerned can admit the claims in relaxation of the provisions subject to the following time limits without reference to DoPT:</p> <p>(a) Where no advance is taken, LTC Bill submitted within a period not exceeding six months; and</p> <p>(b) Where advance has been drawn, claim for reimbursement submitted within a period of three months after the completion of return journey (provided the Govt. servant refunds the entire advance within 45 days after the completion of the return journey. Rule 14 of CCS(LTC) Rules, 1988 read with -</p> <p><u>O. M. No. 31011/5/2007-Estt.A dated 27 September, 2007</u></p>

2	Can a Govt. servant visit NER or J&K on more than one occasion on conversion of Hometown under the relaxation allowed for LTC visits to NER/J&K?	Govt. servant who has availed the benefit of Home Town conversion to NER/J&K in one block (say 2006-2009) can again visit NER/J&K in the new/next block (say 2010-2013) subject to availability of LTC in a particular block so long as the relaxation is in force.  <b><u>1. O.M No. 31011/4/2007-Estt.(A) dated 02.05.2008</u></b> <b><u>2. O.M No. 31011/4/2007-Estt.(A) dated 23.04.2010</u></b> <b><u>3. O.M No. 31011/2/2003-Estt.(A) dated 18.06.2010</u></b>
3	Can a Govt. employee avail of air travel to NER/J&K in case of All India LTC if his Hometown and the Headquarters are at the same place?	Both NER and J&K scheme of LTC allow relaxation for air travel on All India LTC to all categories of employees to the extent specified in the DOP&T's O.M 31011/4/2007-Estt.(A) dated 02.05.2008 and DOP&T's O.M 31011/2/2003-Estt.(A) dated 18.06.2010 even if the Hometown and the Headquarters are same.
4	Whether Govt. servant who has already availed one Home Town LTC in the current block can avail LTC to visit NER?	Yes, he can avail it against All India LTC.
5	Can a Govt. servant avail the benefit of visiting NER/J&K twice in a particular block of 4 years?	Yes, a Govt. servant can visit NER/J&K by conversion of his HomeTown LTC and also by availing All India LTC subject to validity period of the scheme and fulfilling of other conditions.

6	Can a fresh recruit avail the benefit of Home Town conversion to NER/J&K?	A fresh recruit Govt. servant can also avail the benefit of Home Town conversion to NER/J&K against one of the three occasions of Home Town available to him in each block.
7	Can fresh recruit avail of conversion of Home Town to visit NER/J&K under the relaxation allowed for visiting NER/J&K?	Any Govt. employee can avail of the relaxation for visiting NER/J&K and convert one Home Town LTC for such visit in a block of 4 years as long as the relaxations continue. <u>1. O.M No. 31011/4/2007-Estt.(A) dated 02.05.2008</u> <u>2. O.M No. 31011/2/2003-Estt.(A) dated 18.06.2010</u>
8	Can a fresh recruit Govt. servant avail of All India LTC anytime during the 4 year block?	It can be availed only in the 4th occasion of the block and not at random.
9	Whether Carry over of LTC is allowed to fresh recruits?	Carry over of LTC is not allowed to fresh recruits as they are eligible for every year LTC for the first 8 years of service.
10	Who is a fresh recruit entitled for LTC every year?	A person who has joined service for the first time is treated as a fresh recruit for the first eight years. <u>O.M. No. 31011/4/2008-Estt.(A) dated 23.09.2008.</u>
11	How the LTC entitlements of fresh recruits are regulated in the first eight years?	On completion of one year, the fresh recruit can be allowed 3 Home Town LTC and 1 All India LTC in each block of Four years in the first 8 years. <u>O.M. No. 31011/4/2008-Estt.(A) dated 23.09.2008.</u>

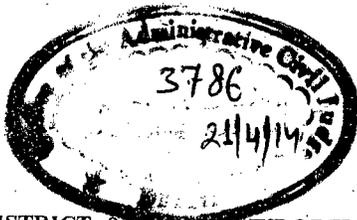
12	Whether Dependent parents of fresh recruits can avail LTC for the journey from HomeTown to Headquarters and back?	No, the dependent parents of fresh recruits can not avail LTC for the journey from HomeTown to Headquarters and back.
13	Whether claims for reimbursement can be allowed for road journeys by bus/taxi or other vehicle operated by private operators?	LTC Rules do not permit reimbursement for journey by a private car (owned/borrowed/hired) or a bus/van or other vehicle owned by private operators. LTC facility shall be admissible only in respect of journeys performed in vehicles operated by Govt. or any Corporation in the Public sector run by the Central or State Govt. or a local body. Rule 12(2) of CCS(LTC) Rules,1988 read with-  <b><u>DoPT's O.M. NO. 31011/4/2008-Estt.A dated 23 September, 2008</u></b>
14	Whether airfare of children whose full fare is charged by the airlines is reimbursed?	If full fare has been charged by the airlines and paid by the Government servant, the same will be reimbursed.
15	Can a Govt. servant use the service of travel agents for LTC purpose?	Yes, but it should be limited to M/s Balmer Lawrie and Company and M/s. Ashok Travels and Tours.
16	What is the definition of family for LTC?	For LTC purpose, family consists of (i) Spouse of the Govt. servant and two surviving unmarried children or Step children. (ii) Married daughters, who have been divorced, abandoned or separated from their husbands and widowed daughters residing with and wholly dependent on the Govt. servant. (iii) Parents and/or step parents residing with and wholly dependent on the Govt. servant. (iv) Unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands and widowed sisters residing with and wholly dependent on the Govt. servant provided their parents are either not

		<p>alive and are themselves wholly dependent on the Govt. servant.</p> <p>Rule 4 of CCS(LTC) Rules,1988 read with</p> <p><b><u>O.M. No. 31011/4/2008- Estt.(A) dated 23.09.2008</u></b></p>
17	What are the dependency criteria?	<p>A member of family whose income from all sources, including pension, temporary increase in pension does not exceed Rs.3500 from 01.09.2008 and Dearness relief thereon is deemed to be wholly dependent on the Government servant.</p>
18	Can parents/children residing at other places avail LTC to visit the Govt. servant at Headquarters and go back?	<p>No, reimbursement of LTC claims being restricted to the entitlement for journey between Headquarters and place of visit, the amount reimbursable in such cases is nil.</p> <p><b><u>O.M. No. 31011/14/86-Estt.(A) dated 07.05.1987</u></b></p>

  
 (B. Bandyopadhyay)  
 Under Secretary to the Government of India

170

110



OFFICE OF THE DISTRICT & SESSIONS JUDGE(HQ) :DELHI

No. 11164-11334 /LTC/HT/Acctts./2014

Dt. 19/4/14

Copy forwarded for information and necessary action to:-

1. Through concerned DDO's to Ld. District & Sessions Judge East District(KKD); North-East(KKD); Shahdara(KKD); South-West(Dwarka); New Delhi(Patiala House); West(Tis Hazari); North-West(Rohini); North-(Rohini); South (Saket) and South-East(Saket); with the request to circulate the same among all the Judicial Officers and their staff & all respective Branches under their control.
2. All the Judicial Officers of Central District, THC, Delhi with the request that these instructions must be brought to the notice of the staff.
3. The Chief Metropolitan Magistrate/ACMM, Delhi.
4. The Administrative Civil Judge, Delhi.
5. The Judge Small Causes Courts, Delhi.
6. Website Committee, THC, Delhi with the request to upload the Circular on Office Website.
7. All Administrative Officers, PROs/APROs, Branch Incharge at Tis Hazari Courts, Delhi to circulate the same among all their staff.
8. P.A. to Ld. District & Sessions Judge(HQ), THC, Delhi.

*Estt*  
*22-4-14*

*22-4-14*

*Deepa*

*Ant*  
*22/4/14*

*22/4/14*

(SUNIL KUMAR AGGARWAL)  
ADDITIONAL DISTRICT & SESSIONS JUDGE,  
DRAWING & DISBURSING OFFICER/H.O.O.  
DELHI.

*17-4-14*

*All the staff members to please note*

*22/4/14*

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# WRITING OF ACR

112

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

No. /Admn./CR/2004, Dated, Delhi the

CIRCULAR

It is brought to the notice of all the Reporting Officers who are recording the Annual Confidential Reports (ACRs) of their subordinate staff that from the current year i.e. 2004 the column of "Grading" has been incorporated in the proforma of ACRs. in terms of the relevant Rules. It is, therefore, impressed upon all the Reporting Officers to fill up the column of Grading also.

(REKHA SHARMA)

DISTRICT & SESSIONS JUDGE.

55159-519  
No. /Admn./CR/2004, Dated, Delhi the

15/10/04

Copy forwarded for information and necessary action to :-

1. The Judge, Incharge Patiala House Courts, New Delhi
2. The Judge, Incharge Karkardooma Courts, Delhi
3. All the Judicial-officers, at Tis Hazari, Patiala House and Karkardooma Courts.
4. All the Special M.Ms
5. All the Branches of Tis Hazari, Patiala House and Karkardooma Courts.

DISTRICT & SESSIONS JUDGE  
DELHI

113

2

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**ORDER**

It has been brought to my notice that a large number of ACR's have not yet been recorded by the concerned Judicial Officers / Branch In-charges / Superintendents. It is impressed upon all such officers to record the ACR's within a period of one week and send them to the concerned branch.

*Mamta Sehgal*  
(MAMTA SEHGAL)

**DISTRICT & SESSIONS JUDGE: DELHI**

No.Admin-I/2008 9851-3351 Date, Delhi the 12/1/09

Copy forwarded for information and necessary action to :

1. The District Judges I to IX (Tis Hazari Courts / Karkardooma Courts / Patiala House / Rohini Courts / Dwarka Courts, Delhi);
2. The Director, Delhi Judicial Academy, Karkardooma, Delhi;
3. All the Judicial Officers (Tis Hazari Courts / Karkardooma Courts / Patiala House / Rohini Courts / Dwarka Courts, Delhi);
4. All the Judicial Officers (On deputation);
5. All the Special M.M.s;
6. All the Administrative Officers / Superintendents / Branch In-charges (Tis Hazari Courts / Karkardooma Courts / Patiala House / Rohini Courts / Dwarka Courts, Delhi);
7. The Reader, District & Sessions Judge, Room No. 302;
8. The Dealing Assistant, Web Site Committee, Delhi.
9. Guard file of the Office of District & Sessions Judge, Delhi.

*Mamta Sehgal*  
**DISTRICT & SESSIONS JUDGE:  
DELHI**

62 114 9  
**MOST IMMEDIATE**

HIGH COURT OF DELHI: NEW DELHI

No. 5443 /Est/E3/DHC

Dated: 06.03.2013

From

The Registrar General,  
High Court of Delhi,  
New Delhi.

To

The District & Sessions Judge (Headquarters),  
Tis Hazari Courts,  
Delhi.

Sub:

Communicating full ACR to the official/Officers concerned as per Rule 2(iv),  
Chapter 53 Annual Performance Assessment Report of Swamy's Manual on  
Establishment and Administration

Madam,

I am directed to inform you that in the meeting of the Selection Committee dated  
25.02.2013 under Item No.7, the Selection Committee has recommended as under:

7. To consider issuing a direction to the District & Sessions Judge, Delhi to communicate the below benchmark ACRs to the official/Officers concerned as per Rule 2(iv), Chapter 53 Annual Performance Assessment Report of Swamy's Manual on Establishment and Administration

It is informed that while considering the cases of the District Courts for promotion to the posts of Administrative Officer and Superintendent, it is noticed that the below benchmark ACRs of the officers and officials of the District Courts are not being communicated, which is not in conformity with the instructions on the matter and the judgment of the Supreme Court in the case of "Dev Dutt Vs. Union of India & Ors." (2008) 8 SCC 725, according to which the full-APAR (ACR) including the overall grade and assessment of integrity has to be communicated to the concerned officer, who is to be given an opportunity to make a representation against the entries in the final grading given in the ACR within a period of 15 days.

The non-communication of the below benchmark ACR gradings creates a lot of complications in the matter of appointments/promotions besides causing avoidable delay. It has also been informed that the benchmark for promotion to the post of Administrative Officer has been prescribed as three 'Very Good' ACR gradings in the preceding five years and for promotion to the post of Superintendent is at least three 'Good' ACRs, including the last ACR, and no ACR in the preceding five years should be below 'Average'. We recommend that a direction be issued to the District & Sessions judge to communicate to all the officers/officials their full ACR in accordance with the instructions and the rules. Attention of the District and Sessions Judge may also be drawn to the judgment dated 31.05.2012 passed by this Court in W.P.(C) No.5042/2002 titled "Union of India & Anr. Vs. V.S. Arora & Ors." which lays down that the un-communicated below benchmark ACRs cannot be considered by the Departmental Promotion Committee and that in such a case all the available ACRs which either meet the benchmark or were communicated to the officer/official should be taken into consideration in lieu of the un-communicated ACR gradings."

The abovesaid recommendation has been approved by Hon'ble the Chief Justice.

I am, therefore, directed to request you to kindly take necessary action in the matter in accordance with the above recommendation of the Selection Committee, as approved by Hon'ble the Chief Justice. A copy of Judgement dated 31.05.2012 passed in W.P.(C) No.5042/2002 titled "Union of India & Anr. Vs. V.S. Arora & Ors." referred to above is enclosed herewith.

Yours faithfully,

(D.S. BHANDARI)  
OFFICER ON SPECIAL DUTY (ESTT.)

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make the necessary  
this copy in  
to the District  
D/SJ (H) 773/13

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Shashi Bhandari

Encl: as above  
773/13

99/C

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**MOST IMMEDIATE**

HIGH COURT OF DELHI: NEW DELHI

No. 5443 /Estt/E3/DHC

Dated: 06.03.2013

From

The Registrar General,  
High Court of Delhi,  
New Delhi.

To

The District & Sessions Judge (Headquarters),  
Tis Hazari Courts,  
Delhi.

Sub:

Communicating full ACR to the official/Officers concerned as per Rule 2(iv),  
Chapter 53 Annual Performance Assessment Report of Swamy's Manual on  
Establishment and Administration

Madam,

I am directed to inform you that in the meeting of the Selection Committee dated 25.02.2013 under Item No. 7, the Selection Committee has recommended as under:

- 7. To consider issuing a direction to the District & Sessions Judge, Delhi to communicate the below benchmark ACRs to the official/Officers concerned as per Rule 2(iv), Chapter 53 Annual Performance Assessment Report of Swamy's Manual on Establishment and Administration

It is informed that while considering the cases of the District Courts for promotion to the posts of Administrative Officer and Superintendent, it is noticed that the below benchmark ACRs of the officers and officials of the District Courts are not being communicated, which is not in conformity with the instructions on the matter and the judgment of the Supreme Court in the case of "Dev Dutt Vs. Union of India & Ors." (2008) 8 SCC 725, according to which the full APAR (ACR) including the overall grade and assessment of integrity has to be communicated to the concerned officer, who is to be given an opportunity to make a representation against the entries in the final grading given in the ACR within a period of 15 days.

*By Admin. to  
note the directions  
and copy to be sent to  
all Dist. & Sess. J. Just  
2 455/48/12  
27/3/13*

The non-communication of the below benchmark ACR gradings creates a lot of complications in the matter of appointments/promotions besides causing avoidable delay. It has also been informed that the benchmark for promotion to the post of Administrative Officer has been prescribed as three 'Very Good' ACR gradings in the preceding five years and for promotion to the post of Superintendent is at least three 'Good' ACRs, including the last ACR, and no ACR in the preceding five years should be below 'Average'. We recommend that a direction be issued to the District & Sessions judge to communicate to all the officers/officials their full ACR in accordance with the instructions and the rules. Attention of the District and Sessions Judge may also be drawn to the judgment dated 31.05.2012 passed by this Court in W.P.(C) No.5042/2002 titled "Union of India & Anr. Vs. V.S. Arora & Ors." which lays down that the un-communicated below benchmark ACRs cannot be considered by the Departmental Promotion Committee and that in such a case all the available ACRs which either meet the benchmark or were communicated to the officer/official should be taken into consideration in lieu of the un-communicated ACR gradings."

The abovesaid recommendation has been approved by Hon'ble the Chief Justice.

I am, therefore, directed to request you to kindly take necessary action in the matter in accordance with the above recommendation of the Selection Committee, as approved by Hon'ble the Chief Justice. A copy of Judgment dated 31.05.2012 passed in W.P.(C) No.5042/2002 titled "Union of India & Anr. Vs. V.S. Arora & Ors." referred to above is enclosed herewith.

*2013  
Mark 402  
Sh. Shashi Bhusan*

*Resptd. / B. An. Change  
Encl: as above  
Admin - 3, 8/3/13*

Yours faithfully,

(D.S. BHANDARI)

OFFICER ON SPECIAL DUTY (ESTT.)

11

116

The above officials are appointed as officiating Superintendents from the date they assume charge.

All the above appointments are made on officiating basis pending finalization of Delhi District Courts (Appointment and Conditions of Service) Rules and subject to the outcome of the Special Leave Petition (Civil) No. 26489/2012 titled "J.P. Gupta & Ors. Vs. Registrar General, High Court of Delhi & Ors.", Writ Petition (C) No. 3687/2006 titled "M.C.Mittal vs. District & Sessions Judge, Delhi & Others" and Writ Petition (c) No. 22/2013 titled "Dharam Chand Vs. Registrar General, Delhi High Court & Anr.

I am accordingly, to request you to kindly take further necessary action in the matter in terms of the above said decision and also send copies of the joining reports of the aforesaid appointed Superintendents to this Court immediately.

Yours faithfully,



(D.S. BHANDARI)  
OFFICER ON SPECIAL DUTY (ESTT.)

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

No. 15533-638/Admn.I/S&P/2013

Dated, Delhi the 07 MAR 2013

Copy endorsed for information & necessary action to :-

1. The Ld. District & Sessions Judges, all Court Complexes, Delhi/New Delhi.
2. The Ld. Officer Incharge/DDO, Accounts Branch, all Court Complexes, Delhi/New Delhi.
3. The concerned Pay & Accounts Office, through concerned Accounts Branch, all Court Complexes, Delhi/New Delhi.
4. The Administrative Officers/Superintendents/Branch In-charges, Administration & Vigilance Branches of all Court Complexes, Delhi/ New Delhi.
5. The Administrative Officer, Litigation Branch, Central District, THC (HQ), Delhi.
6. The PRO/APRO, all Court Complexes, Delhi/New Delhi.
7. The Personal Office of Ld. District & Sessions Judge (HQ), Delhi.
8. The Dealing Officials, CR/Leave/Transfer & Posting, Delhi/ New Delhi.
9. The Officers concerned with the request to send joining report and option form to the Accounts Branch concerned, immediately.
10. The Dealing Official, Personal Files, Admn.-I & II, with the direction to send the copies of Joining Reports of newly appointed Superintendents to the Accounts Branch of the concerned District and to the Seniority & Promotion Seat, Admn.-I, THC, Delhi.
11. The Dealing Official, Website Committee, Tis Hazari Courts, Delhi, with the direction to upload the same on office website.
12. The Hindi Implementation Committee, Tis Hazari Courts, Delhi.



(J.D. KULESH)  
Superintendent (Admn.-I)

558

179/C

117

CONFIDENTIAL  
MOST IMMEDIATE  
Through Special Messenger

HIGH COURT OF DELHI: NEW DELHI

No. 5347 Estt/E3/DHC |  
Dated: 6/3/13

From

The Registrar General,  
High Court of Delhi,  
New Delhi.

To

The District & Sessions Judge,  
Delhi.

Sub:

Appointment of Superintendents in the Pay Band (PB-III) of Rs.15,600-39,100 plus Grade Pay Rs.6,600/- in the office of the District & Sessions Judge, Delhi.

Madam,

I, am directed to refer to your letter No.411/Admn.I/S&P/2013 dated 21.02.2013 forwarding therewith two lists containing the names of senior most Graduate PS/Stenographers and of senior most Graduate Senior Assistant/Readers falling in the zone of consideration along with their complete service particulars, summary of ACRs for five years and latest vigilance clearance report on the above subject, and to inform you that this Court has found fit and appointed the following officials as officiating Superintendents in the Pay Band (PB-III) of Rs.15,600-39,100 plus Grade Pay Rs.6,600/- in ratio of 1:1 from the PS/Stenographers and Sr. Assistant/Readers categories:-

S.No.	Name	Cadre	Remarks
1.	Mr. Anil Kumar Jain	Sr. Assistant/Reader	Against one of the existing posts
2.	Ms. Usha Khattar	Private Secretary	Against one of the existing posts
3.	Mr. Jagdish Tutlani	Sr. Assistant/Reader	Against one of the existing posts
4.	Ms. Manju Bindra	Private Secretary	Against one of the existing posts
5.	Mr. Babir Singh Shallor	Sr. Assistant/Reader	Against one of the existing posts
6.	Mr. Ramesh Bhateja	Sr. Assistant/Reader	Against one of the existing posts
7.	Mr. Surender Kumar Rastogi	Sr. Assistant/Reader	Against one of the existing posts
8.	Mr. Jai Prakash Gupta	Sr. Assistant/Reader	Against one of the existing posts
9.	Ms. Renu Sharma	Sr. Assistant/Reader	Against one of the existing posts
10.	Ms. Savita Kumari	Private Secretary	Against one of the resultant posts becoming available upon promotion of one Superintendent as Administrative Officer
11.	Ms. Raj Rani Arora/Munjaj	Sr. Assistant/Reader	Against one of the resultant posts becoming available upon promotion of one Superintendent as Administrative Officer
12.	Ms. Sudesh Kumari Dua	Sr. Assistant/Reader	Against one of the resultant posts becoming available upon promotion of one Superintendent as Administrative Officer
13.	Ms. Geeta Manocha	Private Secretary	w.e.f. 01.04.2013 against the vacancy becoming available upon retirement of one Superintendent
14.	Mr. Dharam Pal Aggarwal/Gupta	Sr. Assistant/Reader	w.e.f. 01.04.2013 against the vacancy becoming available upon retirement of one Superintendent

JASJ (H. B.)  
6/3/13  
Sec (Admn. D)

6/3  
DUPTA  
SESSIONS  
HI.

18/2/13  
12/12/12

(9) (118) (7)

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

**CIRCULAR**

It has been observed by the undersigned that some of the Reporting Officers have not written and sent ACR proformas of the staff working/worked under their control, as yet. The above act of the Reporting officers may deprive the eligible officials of their due promotion/confirmation/MACP.

It is, therefore, impressed upon all such Reporting Officers to write and send ACR proformas of staff, within a week, if they have not already sent the same to the Administration Branch-I, Central District, till date. Further, all the Reporting Officers are advised to write and send ACRs of the staff working/worked under their control, within one month from the date of receipt, as a matter of course.

(A.K. CHAWLA) 27/8

**DISTRICT & SESSIONS JUDGE (HQs), DELHI.**

No. 31955-32610/Admn.I/CR./2013 Dated, Delhi the 27/8/2013

**Copy forwarded for information and necessary action to:**

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judge, West, New Delhi, South, South-East, East, North-East, Shahdara, North, North-West & South-West Districts, Delhi/ New Delhi.
3. The Principal Judge, Family Courts, Delhi.
4. The Director, Delhi Judicial Academy, Karkardooma, Delhi.
5. The Member Secretary, DLSA/NLSA, Delhi/ New Delhi.
6. All the Judicial Officers, Central, West, New Delhi, South, South-East, East, North-East, Shahdara, North, North-West & South-West Districts, Delhi/ New Delhi.
7. All the Special Metropolitan Magistrates.
8. All the Judicial Officers (on deputation)
9. All the Administrative Officers/Superintendents, Central, West, New Delhi, South, South-East, East, North-East, Shahdara, North, North-West & South-West Districts, Delhi/ New Delhi.
10. The Personal Office of District & Sessions Judge (HQs), Delhi.
11. The Dealing Assistant, Website Committee, Delhi.

(A.K. CHAWLA) 27/8

**DISTRICT & SESSIONS JUDGE (HQs), DELHI.**

# POSTING & TRANSFERS

120

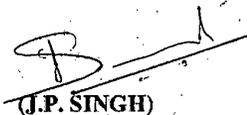
**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI.**

**ORDER**

It has been brought to my notice that transfer and posting orders passed by the undersigned are not being complied with promptly because the concerned Ld. Judicial Officers including Special Metropolitan Magistrates do not relieve the transferred officials to enable them to join their new postings. This breaks the chain of transfers and posting and creates problems in administration.

All the Ld. Judicial Officers including Special Metropolitan Magistrates are requested to co-operate so that the transfer and posting orders are complied with without delay, failing which the transferred officials shall be liable for disciplinary action.

All the Judicial Officers including Special Metropolitan Magistrates are further requested to intimate the names of the transferred officials who have not complied with the transfer orders for taking further action in the matter.



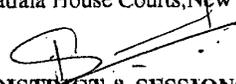
**(J.P. SINGH)  
DISTRICT & SESSIONS JUDGE  
DELHI.**

No. 23537 - 912  
/2004

Dated, Delhi the 17/4/04

*Copy forwarded for necessary information & necessary action to:-*

1. All the Judicial Officers concerned.
2. All the Spl. MM's, Delhi.
3. All the Administrative Officers/ Superintendents/Branch Incharge.
4. The Web Site Committee, Court no. 1, annexe Building, Patiala House Courts, New Delhi

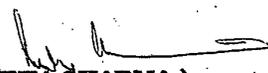


**DISTRICT & SESSIONS JUDGE  
DELHI.**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.**

**ORDER**

It has come to my knowledge that postings and transfers of the staff made from the office of the undersigned in respect of Karkardooma Courts, Delhi and Patiala House Courts, New Delhi are being changed by way of inter-se transfers. This is creating utter confusion in the office records which are maintained at Tis Hazari Courts, Delhi. In order to streamline the office records and eliminate discrepancies the Judge Incharge of Karkardooma Courts and Patiala House Courts, New Delhi are requested not to make any inter-se transfers of the staff within the complex without the prior approval of this office. If any need is felt by the concerned Judge Incharge or any of the Judges to get any transfer effected the same may kindly be forwarded to this office for appropriate orders.

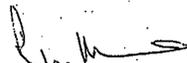


**( REKHA SHARMA )**  
DISTRICT & SESSIONS JUDGE  
DELHI.

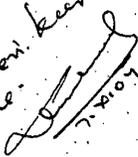
No. 53262-382 /Admn./2004. Dated, Delhi the 7/10/04

Copy forwarded for information & necessary action to

1. The Judge Incharge, Patiala House Courts, New Delhi.
2. The Judge Incharge, K.K.D. Courts, Delhi.
3. All the Judicial Officers at K.K.D. Courts, Delhi and Patiala House Courts, New Delhi.
4. The Website committee, Court No. 1, Annexe Building, Patiala House Courts, New Delhi
5. Guard File.



DISTRICT & SESSIONS JUDGE  
DELHI.

*Seen. kept in the file.*  
  
7-10-04

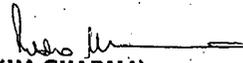
OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

122

CIRCULAR

Attention of all the ministerial staff in different courts is drawn to the office circular bearing Endorsement No. 40789-40939/Est/86 dated 01.10.1986, a copy whereof is enclosed herewith.

It is impressed upon all the officials working in the courts that they should hand over and take over the charge at the time of their transfer / posting strictly in terms of the said circular. Any deviation from directions contained in the abovesaid circular shall be viewed very seriously and would entail disciplinary action against the erring official.

  
(REKHA SHARMA)

District & Sessions Judge : Delhi

NO. 3566-3946 /F.1(3)/2004

Dated, Delhi the 13/01/2005

Copy forwarded for information and necessary action to :-

1. The Judge Incharge, Patiala House / KKD Courts.
2. The Officer Incharge, Accounts Branch, Delhi.
3. All the Branches, Tis Hazari / Patiala House Courts / KKD Courts.
4. All the Special Metropolitan Magistrate, Delhi.
5. All the Judicial Officers, Tis Hazari / Patiala House Courts / KKD Courts.
6. Notice Board, Tis Hazari / Patiala House Courts / KKD Courts.
7. The Reader of District & Sessions Judge, Delhi.
8. The Web Site Committee, Tis Hazari Courts, Delhi.

  
DISTRICT & SESSIONS JUDGE: DELHI

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

123

**CIRCULAR**

It is notified to all the Judicial Officers and Branch Incharges that they should ensure compliance of transfer orders of staff working in their court / branch for more than 3 years and should not make any request for their retention.

*res*  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge : Delhi

F.1(3)/2005/15489-15861

Dated, Delhi the 1/3/05

**Copy forwarded for information and necessary action to :-**

1. Judge Incharge, KKD Courts / Patiala House Courts.
2. All the Judicial Officers, Tis Hazari Courts / KKD Courts / Patiala House Courts.
3. The Administrative Civil Judge, Delhi.
4. All the Special Metropolitan Magistrates.
5. All the Administrative Officers and Superintendents  
Tis Hazari Courts / KKD Courts / Patiala House Courts
6. All the Branches, Tis Hazari Courts / KKD Courts / Patiala House Courts.
7. Notice Board, Tis Hazari / KKD / Patiala House Courts.
8. Web-Site Committee, Court No. 51, Karkardooma Courts, Delhi.
9. The Reader to District & Sessions Judge, Delhi

*D. P. Mahendru*  
**(D. P. MAHENDRU)**  
Superintendent (Admn.)  
District & Sessions Judge's Office : Delhi

124

P & T

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE : DELHI**

**ORDER**

All Ahlmads who are under transfer are hereby directed to comply the instructions referred here under:-

1. In case of transfer from the post of Ahlmad to Ahlmad, out of these the junior Ahlmad will move first after handing over the complete charge of his seat to the Sr. most Asstt. Ahlmad next to him/her and shall assume charge at his/her new place of posting without any further delay.
2. The Senior Ahlmad shall handover the complete charge of his seat to the Ahlmad transferred in his place and thereafter shall receive charge from the Asstt. Ahlmad referred in para 1.
3. The process of handing over and taking over charge should be completed within a week.

23-12-2006

**(V.B.GUPTA)**  
**District & Sessions Judge**  
**Delhi.**

99560 - 870  
No \_\_\_\_\_ / Admn-I/2006

Dated Delhi the 23/12/06

at 4.50 pm

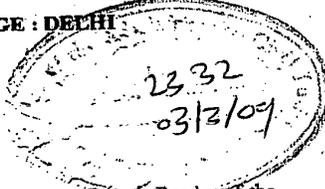
**Copy forwarded for information and necessary action to:-**

1. The Judge Incharge, KKD/Patiala House/Rohini Courts, Delhi.
2. All the Judicial Officers in Tis Hazari/KKD/Patiala House/Rohini Courts, Delhi.
3. All the Administration Branches, at Tis Hazari/KKD/Patiala House/Rohini Courts, Delhi.
4. The Reader to Id. District & Sessions Judge, Delhi.
5. Notice Boards, Tis Hazari/KKD/Patiala House/Rohini Courts, Delhi.

**District & Sessions Judge**  
**Delhi**

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR



It is ordered that when any Judicial Officer is transferred, Reader of the court should be entrusted with the custody of the Seals & Stamps (in name of Presiding Officer) to avoid being misused by outsiders. On transfer of concerned Presiding Officer, it shall be duty of the Reader to deposit the Seals & Stamps of Presiding Officer to this office immediately to avoid its misuse.

In case of non-return, strict action against the Reader whosoever is responsible for the Seals & stamps, will be taken as per rules.

*Mamta Sehgal*  
(MAMTA SEHGAL)  
District & Sessions Judge :  
Delhi.

22173-653

No. /Sty./Genl./09

Dated, Delhi the 28/2/09

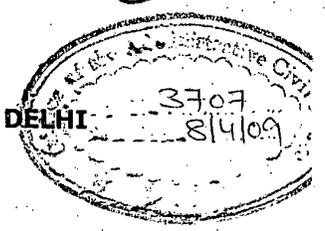
Copy forwarded for information and necessary action to :

1. All the District Judges II to IX, Tis Hazari, Patiala House, Karkardooma, Dwarka and Rohini Courts, Delhi/ New Delhi.
2. All the Judicial Officers, Tis Hazari, Patiala House, Karkardooma, Dwarka and Rohini Courts, Delhi/ New Delhi.
3. All the Administrative Civil Judges, Tis Hazari, Patiala House, Karkardooma, Dwarka and Rohini Courts, Delhi/ New Delhi.
4. All the Special Metropolitan Magistrates, Delhi/ New Delhi.
5. The Senior Accounts Officer, Accounts Branch through D.D.O.
6. All the Administrative Officers/ Superintendents/ Branch In-charges at Tis Hazari, Patiala House, Karkardooma, Dwarka and Rohini Courts, Delhi/ New Delhi.
7. The District & Sessions Judge Office, Room No. 302A, Tis Hazari Court, Delhi.
8. Reader to Ld. District & Sessions Judge, Delhi.
9. Guard file.

*[Signature]*  
District & Sessions Judge :  
Delhi.

*RSK*  
*[Handwritten notes]*

126



**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**C I R C U L A R**

Consequent upon the division of National Capital Territory of Delhi into nine Civil Districts vide Govt. NCT of Delhi's Notification No. F.6/10/2000-Judl/694-704 dated 28.06.2000 read with Notification No. F.6/15/08 - Judl/Suptlaw/1980-1982 dated 21.10.2008 and vide Order No. 13239/Gaz-1/VI.E.2(a)/2009 dated 15.04.2009 the Hon'ble High Court of Delhi has desired for working out modalities of creation of all necessary administrative agencies in each court complex for effective bifurcation of the district courts.

Hence, in pursuant to the above orders it is hereby conveyed that all the respective District Judges, Delhi shall have the administrative authority to make internal Transfer & Postings of the subordinate staff working under their control. However, subject to overall control, discretion and supervision of District Judge-1 & Sessions, Delhi being appointing authority.

Further, it is also conveyed that any request of the subordinate staff to get inter-district transfer / posting shall be forwarded by the concerned District Judge to this office for consideration of the same.

*Behanohary*  
**(B.B. CHAUDHARY)**  
District & Sessions Judge  
Delhi

1634 |  
No. Admn.II/2009.....42024-S24 | Dated, Delhi the 6/4/09

Copy forwarded for information and necessary action to :

1. Hon'ble Registrar General, Delhi High Court, New Delhi
2. The District Judge II-IX, Delhi / New Delhi
3. All the Judicial Officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts, Delhi/ New Delhi
4. All the Superintendents, Branch In-charges, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts, Delhi/ New Delhi.
5. The Drawing and Disbursing Officer, Accounts Branch, Delhi
6. The Leave Sanctioning Authority, Delhi
7. The Administration Branch, I, II & III, THC, Delhi
8. The Dealing Officials, Personal File / CR/Leave, Delhi
9. Web Site Committee, Tis Hazari Courts, Delhi
10. The Dealing Official, Server Room, Room No. 207, Tis Hazari Courts, Delhi
11. All PRO / APRO, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts, Delhi/ New Delhi
12. Hindi Section, Room No. 237, Tis Hazari Courts, Delhi

*Behanohary*  
**District & Sessions Judge**  
Delhi

*Handwritten signatures and initials in the bottom left corner.*

127

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI**



**C I R C U L A R**

It is brought to the notice of the undersigned that some of the officials have not complied with the transfer and postings orders. Since the transfer and postings orders are made in official exigency for smooth and effective functioning of the establishment, hence, all the officials are directed to comply with the transfer and postings order immediately.

Non-compliance of the directions shall be viewed seriously and strict disciplinary action will be taken against the erring officials.

*(Signature)*  
(G. P. MITTAL)  
District & Sessions Judge-I  
Delhi

No. Admn-II /Cir/2009/ 87007-87477

Dated, Delhi the 14/07/09

**Copy forwarded for information and necessary action to:**

1. The District Judges II to IX, Delhi/New Delhi.
2. All Judicial Officers with request to circulate the same among staff under their control.
3. All Admn. Officers/Superintendents/Branch Incharges with request to circulate the same among staff under their control.
4. Web-Site Committee, Tis Hazari Courts, Delhi.
5. Personal Office of the Ld. District & Sessions Judge, Delhi.
6. The Dealing, Server Room No: 207, Tis Hazari Courts, Delhi
7. All the PRO/APRO Tis Hazari Courts, Patiala House Courts, KKD Courts, Rohini Courts & Dwarka Courts Delhi/New Delhi
8. The Principal Judge, Family Courts, Dwarka Courts, Delhi
9. Dealing Assistant, Hindi Implementation Committee, Tis Hazari Courts, Delhi.

*Manoj Kumar*  
*10/10/09*  
*10/10/09*  
*10/10/09*  
*10/10/09*  
*10/10/09*

*(Signature)*  
Superintendent (Admn.II)  
Tis Hazari Courts  
Delhi

128

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

ORDER

It is brought to the notice of the undersigned that some of the Judicial Officers upon their transfer have carried their staff viz. Readers/Stenographers/Ahlmad & Assistant Ahlmad already attached to them and also despite this office-circular no. Admn.II/P&T/2012/178-598, dated 03.01.2012 they have not sent them back to their previous place of posting. It is impressed upon all the Judicial Officers to relieve such staff immediately to enable them to join their duties at the previous place of posting for the smooth functioning of the courts work.

It is also brought to the notice of the undersigned that some of the Judicial Officers have not relieved the staff (under transfer). They are directed to relieve the transferee staff immediately to enable them to join their new place of posting. All such officials are hereby directed to report for their duties to their new place of posting immediately, failing which strict disciplinary action shall be initiated against them as per rules.

*made 10/1/2012*  
(SUNITA GUPTA)

DISTRICT & SESSIONS JUDGE: DELHI

1240-1660

No. /Admn-I/P&T/2012

Dated, Delhi the 10/01/12

Copy forwarded for information and necessary action to:

1. All the District Judges & Addl. Sessions Judges, I/C, THC/PHC/Saket Courts/KKD Courts/Rohini Courts/Dwarka Courts/ Delhi, New Delhi.
2. The CMM/ACMMs, THC/PHC/ Saket Courts/KKD Courts/Rohini Courts/Dwarka Courts/ Delhi, New Delhi.
3. All the concerned Officers of DHJS/DJS, Delhi/New Delhi.
4. The Administrative Civil Judges, THC/PHC/Saket Courts/KKD Courts/Rohini Courts/Dwarka Courts/ Delhi, New Delhi.
5. The Administrative Officers/Superintendents, Admn. Branch, THC/PHC/Saket Courts/KKD Courts/Rohini Courts/Dwarka Courts/ Delhi, New Delhi with the direction to ensure the compliance of this order.
6. The Personal Office of the Ld. District & Sessions Judge, Delhi.
7. All PRO/APROs, THC/PHC/Saket Courts/KKD Courts/Rohini Courts/Dwarka Courts/ Delhi, New Delhi.
8. Dealing Official, Website Committee, THC, Delhi.
9. Dealing Officials, Server Room No. 207, Tis Hazari Courts, Delhi.

Admn-I  
THC

*made 10/1/2012*  
DISTRICT & SESSIONS JUDGE: DELHI

*Seery*  
*Dr. Anand...*

365

129

**Most Urgent/Out at Once**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**C I R C U L A R**

In reference to orders No.14/DHC/Gaz./G-1/VI.E.2(a)/2012 & No.15/DHC/Gaz./G-3/VI.E.2(a)/2012 dated 23/07/2012 of Hon'ble High Court of Delhi, New Delhi, which shall be effective from 01/08/2012, all the concerned Judicial Officers who are willing to retain their Stenographer and Peon(s) with them are required to send the name of only one Stenographer and Peon(s) (in writing) alongwith the written consent of the official **latest by 26/07/2012**. No request shall be considered after 26/07/2012.

*Sunita Gupta*  
(SUNITA GUPTA)  
DISTRICT & SESSIONS JUDGE: DELHI

No. 34768 - 35233  
Admn-I/P&T/2012

Dated, Delhi the 24 JUL 2012

**Copy forwarded for information and necessary action to:**

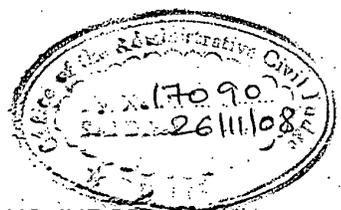
1. District Judge & ASJ I/C (North/West/New Delhi/South/East/North-East/North-West/South-West), THC/PHC/Saket/KKD/Rohini/Dwarka Courts, Delhi/New Delhi.
2. All the concerned Officers of DHJS/DJS, Delhi/New Delhi.
3. The Administrative Officers/Superintendents/Branch In-charges, Administration Branch, THC/PHC/Saket /KKD /Rohini /Dwarka Courts/ Delhi/New Delhi.
4. The Superintendent, Admn-III, Central, Tis Hazari Courts, Delhi.
5. The Personal Office of the Ld. District & Sessions Judge, Delhi.
6. All PRO/APROs, THC/PHC/Saket /KKD /Rohini /Dwarka Courts/ Delhi, New Delhi.
7. Dealling Official, Website Committee, THC, Delhi.

*Sunita Gupta*  
DISTRICT & SESSIONS JUDGE: DELHI

130

**REPORTING OF ABOLISH  
COURT STAFF**

131



OFFICE OF THE DISTRICT AND SESSIONS JUDGE DELHI

C I R C U L A R

All the staff of the abolished court shall henceforth report in the office pool of their respective stations at which they are posted.

In case aforesaid directions are not complied with, official concerned shall be treated as absent with out information and appropriate disciplinary action shall be taken against him.

*Mamta Sehgal*

(Mamta Sehgal)  
District Judge - I & Sessions Judge  
Delhi

No. 96804-989 Admn./2008 25/11/08 Dated Delhi the  
Copy forwarded for information & necessary action to :-

1. The District Judge II & III Tis Hazari Courts, Delhi.
2. All the Judicial Officers of DHJS and DJS at Tis Hazari Courts, Delhi.
3. The Administrative Officers, Superintendents, Branch Incharges, at Tis Hazari, Delhi.
4. The Reader to Id. District Judge-I, Tis Hazari Courts, Delhi
5. The Website Committee ( English & Hindi), Tis Hazari Courts, Delhi
6. The PRO, Tis Hazari Courts, Delhi.

*Mamta Sehgal*

District Judge - I & Sessions Judge  
Delhi

*Be careful  
to the attached  
B.S.H.  
MK*

*26/11/08  
P.S.  
4:10 PM*

*8*

132

**LEAVE**



**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

In order to streamline the Casual Leave account of the staff posted in the Courts and Branches, it is impressed upon all the Judicial Officers and Administrative Officers/Superintendents/Branch Incharges to maintain the Casual Leaves account of each of their staff in their Courts/Branches. It is further impressed upon that while forwarding the Casual Leave application of their staff members, the Presiding Officers/Superintendents/Branch Incharges shall make an endorsement on the application itself as to how many Casual Leaves an official has availed so far and how many Casual Leaves are to her/his credit.

It is also impressed upon all the staff to avoid taking one day Earned Leave. They should ensure that Earned Leave application should be applied for on prescribed proforma.

*(Signature)*  
(REKHA SHARMA)

District & Sessions Judge : Delhi.

3947-4327  
No. \_\_\_\_\_/A.1(3)/2004

Dated, Delhi the 13/1/05

Copy forwarded for information and necessary action to :-

1. The judge Incharge, Patiala House / KKD Courts.
2. All the Judicial Officers Tis Hazari Courts / KKD Courts / Patiala House Courts.
3. All the Special Metropolitan Magistrates.
4. All the Administrative Officers and Superintendents Tis Hazari Courts / KKD Courts / Patiala House Courts.
5. All the Branches, Tis Hazari Courts / KKD Courts / Patiala House Courts.
6. Web Site Committee, Court No. 1, Annexe Building, Patiala House, New Delhi.

*(Signature)*  
DISTRICT & SESSIONS JUDGE : DELHI

*Secy file*  
*(Signature)*  
17/1/05  
*Supdt (Adms)*  
14/1/05

135

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

It is seen that most of the officials do not apply for Earned Leave in advance and do not immediately send information to office on falling sick and about their availing Medical Leave, It is made clear that Earned leave should be applied 15 days in advance and in failure to do so, the earned leave shall not be sanctioned and the leave shall be treated without pay and result in break in service.

In case of any emergency or the official falls sick, he/she shall send application for leave through somebody to reach the office either on same day or necessarily on the next day of his falling sick alongwith the medical certificate.

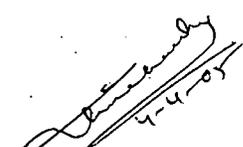
  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge : Delhi.

32180-540  
No. \_\_\_\_\_ /Leave/Admn./05

Dated, Delhi the 4/4/05

Copy forwarded for information and necessary action to :-

1. Judge Incharge, KKD Courts / Patiala House Courts, Delhi.
2. The Chief Metropolitan Magistrate, Delhi.
3. The Administrative Civil Judge, Delhi.
4. The Judge Small Cause Courts, Delhi.
5. All the Judicial Officers,  
Tis Hazari / Patiala House Courts / KKD Courts, Delhi.
6. All the Special Metropolitan Magistrate.
7. All the Administrative Officers / Superintendents / Branch Incharge  
Tis Hazari / Patiala House Courts / KKD Courts, Delhi.
8. Web-Site Committee, Karkardooma Courts, Delhi.
9. The Reader to District & Sessions Judge, Delhi

  
**SUPERINTENDENT (ADMN.)**  
District & Sessions Judge's Office  
Delhi.

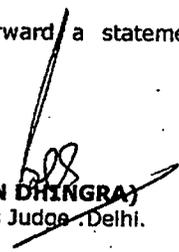
**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

Due to improper maintenance of leave record, it is observed that a section of ministerial staff avail leave in excess of what is admissible. With a view to streamline the system it is expected that all the Judicial Officers and other Officer Incharges shall hereafter maintain leave record in respect of all ministerial staff working there-under in a register. All entries therein shall contain full signatures of the officials availing any kind of leave and shall be countersigned by the controlling officer. This record shall be periodically inspected by the undersigned and / or an officer duly authorized by the undersigned.

All the Judicial Officers / Officer Incharges shall therefore obtain leave applications and make proper entries of the leave before same is forwarded to this office

All the Judicial Officers and Officer Incharges shall forward a statement indicating the leaves availed by each official at the end of the month.

  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge, Delhi.

No./DJ/2005 64119-64469

Dated, Delhi the 16/7/05

**Copy forwarded for information and necessary action to:-**

1. The Judge Incharges, Patiala House / KKD Courts.
2. Officers Incharges all the Branches at THC / PHC / KKD Courts.
3. All the Judicial Officers at THC / PHC / KKD Courts.
4. The Sr. Accounts Officer, Accounts Branch, Delhi.
5. All the leave clerks. - Admn. II
6. The P.S. to District & Sessions Judge, Delhi.
7. Web Site Committee, R.NO. 51, KKD Courts, Delhi.

  
**DISTRICT & SESSIONS JUDGE :**  
Delhi.

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI****ORDER**

Henceforth all matters pertaining to Short Leave / Casual Leave / Sick Leave / Compensatory Leave / permission to leave the station / intimation regarding evidence / TIP of Judicial Officers shall be dealt with by the Judicial Branch, Tis Hazari courts, Delhi.

Dated : 15.07.2005

(SHIV NARAYAN DHINGRA)  
District & sessions Judge : Delhi

No. 47033 - 47040/07

Dated, Delhi the 16/7/05

**Copy forwarded for information and necessary action to :**

1. The Judge Incharge, Patiala House Courts / Karkardooma Courts, Delhi
2. The Officer Incharge, Accounts Branch, Tis Hazari Courts, Delhi.
3. Sh. P K Bhasin, Addl. Sessions Judge, Delhi
4. The Incharge Judicial Branch and Section Writer Branch.
5. The P.S. to District & Sessions Judge, Delhi.
6. Web-Site committee, Room No. 51, KKD Courts, Delhi

**DISTRICT & SESSIONS JUDGE :**  
DELHI

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE : DELHI.****C I R C U L A R**

It is impressed upon all the Presiding Officer that in case any official leaves the office before the office hours without submitting leave application, then the attendance sheet shall be countersigned by the Presiding Officer of the Court concerned.

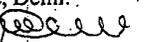
**1-12-2006**

  
**(V.B. Gupta)**  
**District & Sessions Judge,**  
**Delhi.**

No. 92709-93109 /F.1/ADMIN.1/2006 Dated Delhi the 02/12/06

**Copy forwarded for information and necessary action to:-**

1. The Judge Incharge, Karkardooma, Patiala House and Rohini Courts, Delhi.
2. All the Judicial Officers of DHJS and DJS, Tis Hazari, Karkardooma, Patiala House and Rohini Courts, Delhi.
3. All the Special M.Ms, Delhi.
4. All the Administrative Officers, Superintendents, Branch Incharge, Tis Hazari, Karkardooma, Patiala House and Rohini Courts, Delhi.
5. Web-site Committee, Karkardooma Courts, Shahdara, Delhi.
6. The Reader to the Id. District & Sessions Judge, Delhi.

  
**District & Sessions Judge,**  
**Delhi.**

Seen  
 5/12/06  
 Supdt. Adm-1  
 02/12/06

139

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

It has been noticed that certain employees of this establishment are not complying with the Leave rules and the Office directions issued to them from time to time vide various office circulars. In this regard, all the Officials are hereby directed:

1. that they should avail their Casual Leave during the calendar year in such a manner that need for one or two days Earned Leave may not arise. In future, Earned Leave for less than three days shall be sanctioned only in exceptional cases and not as a matter of routine. Any application for Earned Leave for less than three days shall be viewed adversely.
2. that Earned leave should be applied 15 days in advance and in failure to do so, the earned leave shall not be sanctioned and the leave shall be treated without pay and result in break in service. In case of any emergency or the official falls sick, he/she shall send application for leave through somebody to reach the office either on same day or necessarily on the next day from the commencement of such leave/s along with the medical certificate.
3. that all the leave applications must be forwarded in prescribed leave format after filling up all the required fields, clearly in the leave format failing which the application shall be rejected.
4. that they should mention the number of casual leave already availed in every Casual Leave application forwarded to this Office.

This is issued for strict compliance by all officials.

*Mand...*  
DISTRICT & SESSIONS JUDGE:  
DELHI

No. 69554-994  
Leave/Admn./08

Dated, Delhi the 12 SEP 2008

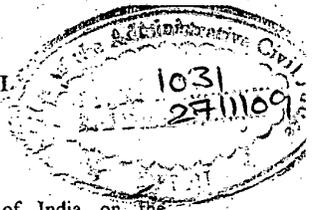
Copies forwarded for information and necessary action to:

1. Judge Incharge, KKD Courts / Patiala House Courts / Rohini Courts / Dwarka Courts, Delhi.
2. The Chief Metropolitan Magistrate, Delhi.
3. The Administrative Civil Judge, Delhi.
4. The Judge Small Cause Courts, Delhi.
5. All the Judicial Officers of Tis Hazari Courts / KKD Courts / Patiala House Courts / Rohini Courts / Dwarka Courts, Delhi.
6. All the Special Metropolitan Magistrate.
7. All the Administrative officers / Superintendents / Branch Incharge of Tis Hazari Courts / KKD Courts / Patiala House Courts / Rohini Courts / Dwarka Courts, Delhi.
8. Web-Site Committee, Karkardooma Courts, Delhi.
9. The Reader to District & Sessions Judge, Delhi.

*Mand...*  
DISTRICT & SESSIONS JUDGE:  
DELHI

140

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI



CIRCULAR

Consequent upon the decisions taken by the Government of India on the recommendations of the Sixth Central Pay Commission relating to Maternity Leave and Child Care Leave, the existing provisions of the Central Civil Services (Leave) Rules, 1972 will be treated as modified as follows:

1. Existing ceiling of 135 days Maternity Leave provided in Rule 43(1) of Central Civil Services (Leave) Rules, 1972 shall be enhanced to 180 days.
2. Leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) that can be granted in continuation with Maternity Leave provided in Rule 43(4)(b) shall be increased to 2 years.
3. Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of up to two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care Leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child Care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (without production of medical certificate). It may be combined with leave of the kind due and admissible.
4. It has been clarified that the Child Care Leave shall be admissible for two eldest surviving children only and the leave account for Child Care Leave shall be kept along with the Service Book of the Government servant concerned.
5. It has been clarified that Child Care Leave cannot be demanded as a matter of right. Under no circumstances can any employee proceed on Child Care Leave without prior proper approval of the leave by the leave sanctioning authority. Child Care Leave is to be treated like the Earned Leave and sanctioned as such. Consequently, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also count for CCL, as in the case of Earned Leave. CCL can be availed only if the employee concerned has no Earned Leave at her credit.
6. These orders shall take effect from 1<sup>st</sup> September, 2008.
7. A women employee in whose case the period of 135 days of maternity leave has not expired on the said date shall be entitled to the maternity leave of 180 days.

ESH  
27/11/09  
15/09

*M. J. Singh*  
DISTRICT & SESSIONS JUDGE:  
DELHI & D. J. 2009

346

141

No. 9779-10279 /Leave/Admn./08

Dated, Delhi the 23/01/09

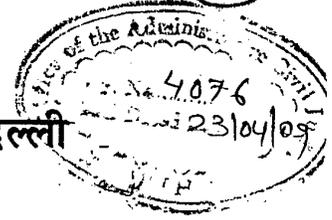
Copy forwarded for information and necessary action to: -

1. The District Judge, KKD Courts / Patiala House Courts / Rohini Courts / Dwarka Courts, Delhi.
2. The Chief Metropolitan Magistrate, Delhi.
3. The Administrative Civil Judge, Delhi.
4. The Judge Small Cause Courts, Delhi.
5. All the Judicial Officers of Tis Hazari Courts / KKD Courts / Patiala House Courts / Rohini Courts / Dwarka Courts, Delhi.
6. All the Special Metropolitan Magistrate.
7. All the Administrative officers / Superintendents / Branch Incharge of Tis Hazari Courts / KKD Courts / Patiala House Courts / Rohini Courts / Dwarka Courts, Delhi.
8. Web-Site Committee, Karkardooma Courts, Delhi.
9. The Reader to District & Sessions Judge, Delhi.

*Mamleshwar*  
DISTRICT & SESSIONS JUDGE:  
DELHI  
*23-1-2009*

# कार्यालय जिला एवं सत्र न्यायाधीश : दिल्ली

हिंदी प्रपत्र



माननीय जिला न्यायाधीश-1 (केन्द्रीय) एवं सत्र न्यायाधीश दिल्ली के निर्देशानुसार इस बार आपको आधे दिन का आकस्मिक अवकाश हेतु प्रार्थना-पत्र (Half day Casual Leave), प्रतिपूर्ति छुट्टी हेतु प्रार्थना-पत्र (Compensatory Leave), इलेक्ट्रॉनिक निकासी सेवा (जमा निकासी) [Electronic clearing service (credit clearing)], स्थानांतरण पर कार्य-भार छोड़ने की रिपोर्ट (Relieving Report on transfer) तथा स्थानांतरण पर कार्य-भार ग्रहण रिपोर्ट (Joining Report on transfer) के लिए कार्यालय को भेजे जाने वाले आवेदन-पत्र व प्रार्थना पत्रों की प्रतिलिपियाँ प्रेषित की जाती हैं। आपसे अनुरोध है कि आप भविष्य में इन्हीं प्रपत्रों का प्रयोग करें।

राज कुमार चौहान

(राज कुमार चौहान)

अति. जिला एवं सत्र न्यायाधीश

प्रभारी न्यायाधीश - प्रशासन अनुभाग-तीन

सदस्य हिंदी कार्यान्वयन समिति।

45463 - 943

संख्या...../प्रशासन-3/237/09

दिल्ली, दिनांक..... 20/4/09

उपरोक्त विशेष सूचना की प्रतिलिपी सूचना एवं आवश्यक कार्रवाही हेतु निम्न लिखित को प्रेषित की जाती है।

1. सभी जिला न्यायाधीश, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
2. सभी न्यायिक अधिकारी, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
3. सभी प्रशासनिक दीवानी न्यायाधीश, तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
4. सभी प्रशासनिक अधिकारी, अधीक्षक व अनुभाग प्रमुख तीस हजारी, पटियाला हाउस, कड़कड़डूमा, रोहिणी व द्वारका न्यायालय परिसर दिल्ली।
5. वेबसाइट समिति (अंग्रेजी/हिंदी), तीस हजारी न्यायालय दिल्ली।

ध्यान दें : जिला न्यायालय दिल्ली के समस्त न्यायिक अधिकारियों, प्रशासनिक अधिकारियों, अधीक्षकों व अनुभाग प्रमुखों से अनुरोध है कि संलग्न प्रपत्र को अपने अंतर्गत कार्यरत कर्मचारियों तथा विशेष तौर पर चतुर्थ श्रेणी कर्मचारियों को अवश्य उपलब्ध करवाएं। साथ ही उन्हें निर्देश दे कि भविष्य में हिंदी प्रपत्रों का ही प्रयोग करें।

राज कुमार चौहान

(राज कुमार चौहान)

अति. जिला एवं सत्र न्यायाधीश

प्रभारी न्यायाधीश - प्रशासन अनुभाग-तीन

सदस्य हिंदी कार्यान्वयन समिति।

Received  
on behalf  
of  
24/4/09

24/4/09

24/4/09

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24/4/09

सेवा में,

.....  
 .....  
 .....

विषय: स्थानांतरण पर कार्य-भार ग्रहण रिपोर्ट।

महोदय/महोदया,

के आदेश सं. \_\_\_\_\_

के अनुसरण में, मैंने आज दिनांक \_\_\_\_\_

(पूर्वाह्न/अपराह्न)

को \_\_\_\_\_ के पद का कार्यभार संभाल लिया है।

भवदीय

(आवेदक के हस्ताक्षर)

नाम :

पिता का नाम:

पद व कर्मचारी कूट संख्या :

नियुक्ति स्थल :

अग्रसारित अधिकारी के हस्ताक्षर

(मोहर सहित)

## इलैक्ट्रॉनिक निकासी सेवा

(जमा निकासी)

नमूना अधिदेश प्रपत्र

इलैक्ट्रॉनिक जमा निकासी प्रणाली के द्वारा वेतन प्राप्त करने हेतु अधिकारी/कर्मचारी का विकल्प

अधिकारी/कर्मचारी का नाम : .....

सुपुत्र/सुपुत्री/पत्नी : .....

पद : .....

बैंक खाते का विवरण

क. बैंक का नाम : .....

ख. शाखा का नाम : .....

पता : .....

दूरभाष : .....

ग. बैंक द्वारा जारी एम.आई.सी.आर. बैंक  
पर अंकित बैंक और शाखा की 09  
अंकीय कूट संख्या (09 डिजिट कोड नंबर) : .....

घ. खाते का प्रकार (बचत बैंक खाता/चालू  
खाता या कैंशे क्रेडिट)10/11/13 कोड सहित : .....

ड. खाता संख्या (जो बैंक बुक पर अंकित है) : .....

ध्यान दें :- कृपया रद्द किए गए एक हस्ताक्षरित खाली बैंक की प्रतिलिपि साथ दें व बैंक का नंबर  
यहां भरें .....

कार्यान्वयन की तारीख

मैं घोषणा करता/करती हूँ कि उपरोक्त सभी तथ्य सही और पूर्ण हैं।

तारीख

(आवेक के हस्ताक्षर)

नाम :

पिता का नाम:

पद व कर्मचारी कूट संख्या :

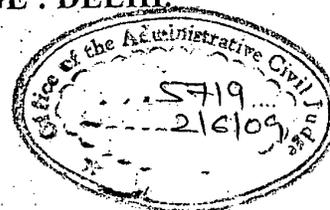
नियुक्ति स्थल :

101

145

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**



During the course of inspection, it has been noticed that the employees working in this establishment at the time of marking their attendance sheet do not mark their presence in the attendance register and whenever the register is checked by the office, columns of attendance register are found blank. All the employees working in the court and in the branches are directed to mark their attendance in the attendance sheet as well as in attendance register simultaneously and if in future any column in the attendance register is found blank the official will be treated as absent. Administrative Officers, Superintendents, Readers, Branch Incharges, Account Officers, PRO and APROs etc. are directed to ensure that attendance register should remain complete in all respect and who so ever employee remains on leave his leave should be entered in the attendance register the same day. If any lapse is found then strict view will be taken against the person concerned as well as against the person authorized to sign the attendance sheet. All the employees are also directed to remain punctual in future and reach office in time and not to leave the office before time.

*(Signature)*  
**(G.P. Mittal)** 2/6/09  
**District Judge-I & Sessions Judge**  
**Delhi.**

No. DJ-I/2009/58739-849 Dated Delhi the 2 June 2009  
Copy forwarded for information and necessary action to :

1. All the Judicial officers of DHJS(Central) and DJS(Central), Tis Hazari Courts, Delhi.
2. All the Administrative Officers, Superintendents, Branch Incharges, Senior Account Officer, Assistant Account Officers, PROs and APROs, Tis Hazari Courts, Delhi.

*Be e new*  
*2/6/09*  
*2/6/09*  
*2/6/09*

*(Signature)*  
**District Judge-I & Sessions Judge**  
**Delhi.**

146

21

**OFFICE OF DISTRICT & SESSIONS JUDGE : DELHI**

**C I R C U L A R**

It is noticed that Administration Branch is receiving complaints from the Judicial Officers regarding unauthorized absence or leave by the staff posted in their courts or inefficiency or incompetency in performance of work and requests are sent for deputing additional staff in their courts/ branches on the ground that staff proceeds on unauthorized long leave. Since vide letter No. 13231-38/Gaz-1/VI.E.2 (a)/2009 dated 01.04.2009, the Hon'ble High Court has conferred disciplinary powers on all the District Judges of the respective District Courts for imposing minor penalty under the conduct rules on the staff working under their kind control. Further, the matters meriting major penalty proceedings will have to be referred to the District Judge-I & Sessions Judge, Delhi.

Hence, it is impressed upon all the Judicial Officers/ Controlling Officers that they shall first take disciplinary action against the erring official working under their control in the nature of Memo or Show Cause and after considering the reply of the erring official, they shall refer the matter to the office of the concerned District Judge for initiation of appropriate disciplinary inquiry. Further, in case the subordinate staff proceeds on unauthorized long leave then the Controlling Officer's shall make request for deputing additional staff to the concerned District Judge.

*[Signature]*  
**(G.P. MITTAL)**  
District Judge-I & Sessions Judge,  
Delhi.

69497-977  
No.....F.1(3)/2009

Dated, Delhi the 2/6/09

**Copy forwarded for information and necessary action to :**

1. The District Judge II to IX Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi
2. Personal Office of the Ld. District Judge-1 & Sessions Judge, Delhi
3. All the Judicial Officers, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts Delhi / New Delhi with request to circulate the same to the officials under their control.
4. All the Superintendents / Branch Incharges, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi with direction to convey the circular to the officials under their control.
5. The Dealing Assistant, Web Committee, Delhi
6. Hindi Section, Room No. 262, Tis Hazari Courts, Delhi

*[Signature]*  
**(SUPERINTENDENT)**  
O/o District & Sessions Judge  
Delhi

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**C I R C U L A R**

During the course of inspection of courts in the Central District on 23.11.2009 at 10 a.m, it has been noticed that punctuality and regularity is not being maintained by the ministerial staff. In some cases, staff members were found absent and their leave applications were not received inspite of the directions that any kind of leave should be availed with advance intimation.

Therefore, it is again impressed upon all the officials to maintain punctuality and regularity in the office. If official intends to avail any kind of leave he/she shall intimate the office in advance and in case of any emergency, intimation may be given to the office through their colleagues. Intimation of short leave should be given by the members of the staff in writing to whom message has been conveyed. Apart from that the attendance should be marked by the officials in the attendance sheet and attendance register simultaneously. Any deviation would entail suitable action against the erring officials.

It is further impressed upon all the Judicial Officers, Administrative Officers, Superintendents and Branch In-Charges to ensure that staff members should maintain punctuality & regularity and they shall check attendance register daily. Account of casual leave shall be maintained in each court and while recommending the leave to the staff, number of leave, nature of leave applied for and availed in the particular year shall also be reported by the concerned officer.

*(G. P. MITTAL)* 24/11/09  
**District Judge-I & Sessions Judge  
 Delhi.**

No: Admn-II /Cir/2009/

127409-7929  
 Dated, Delhi the 24/11/09

**Copy forwarded for information and necessary action to:**

1. The District Judges II to IX, Delhi/New Delhi.
2. All Judicial Officers, Tis Hazari Courts, Patiala House Courts, KKD Courts, Rohini Courts & Dwarka Courts Delhi/New Delhi with request to circulate the directions among staff under their control.
3. All Admn. Officers/Superintendents/Branch In-charges, Tis Hazari Courts, Patiala House Courts, KKD Courts, Rohini Courts & Dwarka Courts Delhi/New Delhi with request to circulate the directions among staff under their control.
4. Personal Office of the Ld. District & Sessions Judge, Delhi.
5. The Dealing, Server Room No. 207, Tis Hazari Courts, Delhi.
6. All the PRO/APRO Tis Hazari Courts, Patiala House Courts, KKD Courts, Rohini Courts & Dwarka Courts, Delhi/New Delhi.
7. The Principal Judge, Family Courts, Dwarka Courts, Delhi.

*(Signature)*  
**Superintendent (Admn.II)  
 Tis Hazari Courts, Delhi.**

OFFICE OF THE DISTRICT & SESSIONS JUDGE DELHI

CIRCULAR

It has been noticed that certain Officials of this establishment are not furnishing the required information in their leave applications as per the prescribed proforma. In this regard, certain directions are issued hereunder for strict compliance by all:

1. Scrutiny of all the Leave applications will be done in the R&I Branches of the respective District initially for minor errors in the application before accepting it from the applicant. The R&I Branches will check the leave applications in respect of Nature of Leave, Period of Leave, Employee code, Father's/Husband's name and will ensure that the said application is properly forwarded by the Presiding Officer. Any application incomplete in respect of above will not be accepted by the R&I Branch. After any correction in the leave application or the joining report in respect of nature and period of leave, it will be necessary for the applicant to get it re-forwarded from the Presiding/Controlling Officer.
2. In case of medical leave, the joining report of the officials will not be accepted & forwarded in the absence of medical & fitness certificate.
3. Officials will be required to mention the optional Leave in their leave applications to be granted by this office as per rules in case of insufficient balance of the leave applied for in their leave account.
4. Officials will mention the complete out stationed address or movements in their applications for Station Leave Permission along with date of leaving and coming back failing which the R&I Branches of the respective Districts will not accept such application.

(G. P. MITTAL) 21/12/09  
District Judge-1 & Sessions Judge,  
Delhi.

129971-130461  
No. Admin.II/Leave/2009

Dated, Delhi the 03/12/09

Copy forwarded for information and necessary action to:

1. The District Judge: II to IX, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi
2. Personal Office of the Ld. District Judge-1 & Sessions Judge, Delhi
3. All the Judicial Officers, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi with the request to circulate the same to the officials under their control.
4. All the Superintendents / Branch Incharges, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi to convey the circular to the officials under control.
5. The Dealing Assistant, Web Committee, Delhi.
6. Hindi Section, Tis Hazari Courts, Delhi.

(Superintendent) 03/12/09  
O/o The District Judge-1 & Sessions Judge,  
Delhi.

OFFICE OF THE DISTRICT JUDGE-I & SESSIONS JUDGE  
DELHI

CIRCULAR

It has been noticed that sizable number of the officials are not observing punctuality/regularity in attending the office and are habitual of taking short leave as a matter of right. In the past, several directions were issued to maintain punctuality/regularity in attending the office and to ensure prompt and efficient transaction of work in the office but these directions are not complied with and the officials are in the habit of submitting short leave frequently as a matter of right.

As per leave rules, occasional late attendance on account of unavoidable circumstances i.e. sudden illness in the family etc. can be condoned. Therefore, if any official happens to be late his/her half day leave shall be deducted and disciplinary action shall be taken unless the HOD is satisfied about late coming of the official once in a while.

Non compliance of above directions shall be viewed seriously and strict disciplinary action will be taken against the erring officials.

*[Signature]*

(G. P. MITTAL) 19/4/10

District Judge-I & Sessions Judge,  
Delhi

No. Admn.II/Clr./2010 24780-24920 Delhi, Dated 20/4/10

Copy forwarded for information & necessary action to:

1. The District Judge-II to IX, Delhi/New Delhi with request to circulate the directions among the officials posted in their respective Districts.
2. All the Judicial Officers of Central District, THC, Delhi with request to intimate the staff under their control.
3. The All A.O.s/Superintendents/Branch In-Charges, Central District, THC, Delhi.
4. PRO/APRO, Tis Hazari Courts, Delhi.
5. The Principal Judge, Family Court, Dwarka Courts, New Delhi with request to intimate the staff of this office in diverted capacity under their control.
6. The Additional Principal Judge, Family Court, Rohini Courts, New Delhi with request to intimate the staff of this office under their control.
7. Web Site Committee, Tis Hazari Courts, Delhi
8. Personal Office of the Id. District & Sessions Judge, Delhi
9. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.

*[Signature]*

Superintendent  
Administration Branch  
District & Sessions Judge's Office  
Delhi

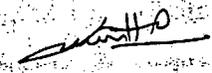
*occasional - in m/c in 12*

OFFICE OF THE DISTRICT JUDGE- I & SESSIONS JUDGE: DELHI

CIRCULAR

As per the office memorandum no. 13018/6/2009-Estt. (L) dated 03.03.2010 issued by Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), Government of India, it has been decided to permit Child Care Leave to women employees with disabled children upto the age of 22 years for a maximum period of 2 years (i.e. 730 days) subject to the other conditions stipulated by the Government in this regard from time to time. Disabled Child having a minimum disability of 40% is elaborated in the Ministry of Social Justice and Empowerment Notification no. 16-18/97-N.I.I, dated 01.06.2001. Documents relating to the handicap as specified in the Notification, as well as a certificate from the Government Servant regarding dependency of the child on the Government Servant would have to be submitted by the employee. The Child Care Leave would be permitted only if the child is dependent on the Government Servant. However, it is stressed that Child Care Leave cannot be demanded as a matter of right.

Further, Child Care Leave may be granted to the officials having less than one year of service subject to the other conditions stipulated by the Government in this regard from time to time.

  
(G. P. Mittal)

District Judge- I & Sessions Judge:  
Delhi.

46770-910

No. \_\_\_\_\_ /Admin.II/Leave/10

Dated, Delhi the 4/8/10

Copy forwarded for information and necessary action to:

1. The District Judge- II to IX, Delhi / New Delhi along with copy of Ministry of Social Justice and Empowerment Notification no. 16-18/97-N.I.I, dated 01.06.2001 with the request to circulate the directions among the officials posted in their respective Districts.
2. All the Judicial Officers of Central District, THC, Delhi.
3. All the A.O.s / Superintendents / Branch In- Charges, Central District, THC, Delhi.
4. PRO / APRO, Tis Hazari Courts, Delhi.
5. The Principal Judge, Family Court, Dwarka Courts, New Delhi.
6. The Additional Principal Judge, Family Court, Rohini Courts, New Delhi.
7. Web Site Committee, Tis Hazari Courts, Delhi.
8. Personal Office of the Ld. District & Sessions Judge, Delhi.
9. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.

  
(G. P. Mittal)

District Judge- I & Sessions Judge:  
Delhi.

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

151

3  
5

CIRCULAR

It has been noticed that certain Officials of this establishment are not complying with the Leave Rules and Office directions while submitting their Child Care Leave (CCL) applications. In this regard, certain directions are issued hereunder, in addition to earlier directions, issued vide circulars, for strict compliance by all the concerned:

1. The applications for grant of Child Care Leave must reach this Office before 15 days of its commencement with a covering letter clearly mentioning therein the reason for intended CCL along with detailed documents in support of the same.
2. In case any one proceeds on CCL without prior permission of the Leave Sanctioning Authority, then she will be treated as absent from duty.
3. It is made clear to all concerned that the Child Care Leave cannot be claimed as a matter of right and no one will be entitled for grant of CCL at the cost of interest of this Institution.

dmr/4 19/1/2012  
(SUNITA GUPTA)

DISTRICT & SESSIONS JUDGE, DELHI

No. 4760-4900  
/Admin.II/Leave/2012

Dated, Delhi the 19/1/12

Copy forwarded to:

1. The District Judge & Adl. Sessions Judge I/C, North (THC), West (THC), East (KKD Courts), North East (KKD Courts), New Delhi (PHC), North West & Outer (Rohini Courts), South (Saket Courts), South East (Saket Courts) and South West District (Dwarka Courts) District, Delhi to circulate the directions among the Officials posted in their respective Districts.
2. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi to circulate the directions to the Officials posted under their control.
3. All the A.O.s/ Superintendents/ Branch In-Charges, Central District, Tis Hazari Courts, Delhi to circulate the directions to the Officials posted under their control.
4. PRO / APRO, Tis Hazari Courts, Delhi.
5. The Principal Judge, Family Courts, Dwarka Courts, New Delhi.
6. The Additional Principal Judge, Family Courts, Rohini Courts, Delhi.
7. Web Site Committee, Tis Hazari Courts, Delhi.
8. Personal Office of the Ld. District & Sessions Judge, Delhi.
9. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.

dmr/4 19/1/2012  
DISTRICT & SESSIONS JUDGE, D

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**C I R C U L A R**

It is generally noticed that the staff members are in the habit of sending intimation of leave/ short leave on telephone but they do not submit the leave applications on joining duty. The directions contained in the circular No. Admn-II/Cir/2009/127409-7929 dated 24.11.09 are not being complied with.

It is impressed upon all the staff members that if any official intends to avail any kind of leave he/she shall intimate the office in advance and in case of any emergency, intimation may be given to the office through their colleagues. Intimation of short leave should be given by the members of the staff in writing to whom the message has been conveyed. They are further directed to submit the leave application immediately on joining duty, failing which stern disciplinary action shall be taken against the erring officials. Account of casual leave shall be maintained in each Court/Branch and while recommending the leave to their staff, number of leave, nature of leave applied for and availed in the particular year shall also be reported by the concerned Officer.

*dmr/lur 24/11/12*  
**(SUNITA GUPTA)**  
**DISTRICT & SESSIONS JUDGE**  
**DELHI**

48360-680  
No. .... / Admn. II / 2012

*24/11/12*  
Dated, Delhi the .....

Copy forwarded for information and necessary action to :-

1. All the Judicial Officers Central-District, Tis Hazari Court, Delhi with the request to circulate the directions amongst staff members under their control.
2. All the Administrative Officers/ Superintendent/ Branch In-charges Central District, Tis Hazari Court, Delhi with the request to circulate the directions amongst staff members under their control.
3. The Personal office of the District & Sessions Judge, Delhi.
4. The Dealing Official server Room No.207, Tis Hazari Court, Delhi.
5. The PRO/ In-charge Facilitation Center, Tis Hazari Court, Delhi.

*dmr/lur 24/11/12*  
**DISTRICT & SESSIONS JUDGE**  
**DELHI**

153

1

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

**CIRCULAR**

This is to bring to the notice of all the officers / officials of this establishment that Compensatory Leave will be admissible within 30 days of its becoming due unless the detention order specifies the extended validity of compensatory leave as per rule. In the absence of any order regarding extended validity of compensatory leave, the same will be treated as lapsed after 30 days, if not availed.

  
(A.K. CHAWLA)  
DISTRICT & SESSIONS JUDGE (HQs)  
DELHI

No. 17532-702/Admn.I/Leave/2014

Delhi, Date the 9-6-14

Copy forwarded to:

1. The Ld. District & Sessions Judge, North, West, New Delhi, South, South-East, East, North-East, North-West, South-West and Shahdara District, Delhi / New Delhi for information and necessary action.
2. The Personal Office of District & Sessions Judge (HQs), THC, Delhi.
3. The Controlling Officers/Presiding Officers posted at Central District for circulation among staff working under their control.
4. The Sr. AOs/AOs/Branch Incharges at Central District for circulation among staff working under their control.
5. The PRO/APRO, Tis Hazari Courts, Delhi.
6. Web-site Committee, Tis Hazari Courts, Delhi.

  
(A.K. CHAWLA)  
DISTRICT & SESSIONS JUDGE (HQs)  
DELHI

**UNIFORM & DISPLAY OF  
IDENTITY CARD**

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

CIRCULAR

It is notified for all the Officials of this establishment that a drive is being initiated for renewal/preparation of fresh Identity Cards. The staff members who have not yet been issued with the Identity Card or whose Cadre/Post have been changed and Identity Cards not renewed so far are requested to submit a duly filled up and verified proforma for Identity Card, along with a recent coloured passport size photograph latest by 30.08.2006, in the Administration Branch-I, during all working hours between 11.00 A.M. to 4.00 P.M. The Filled up proforma should be verified from Dealing Clerks, Personal Files.

It is further informed that for loss/mutilation/late renewal of Identity Card the following amount will be charged with immediate effect.

- 1. Penalty for loss of Identity Card Rs. 100/-.
- 2. Penalty for mutilation of Identity Card Rs. 50/-.
- 3. Penalty for late renewal of Identity Card beyond one month. Rs. 25/- (for each month or part thereof, upto maximum of Rs. 100/-).

Staff to make & complete  
MR  
25/7/06  
Dalya

The new Identity Cards will be issued on submission of Old Identity Cards.

*[Signature]*

(V.B. GUPTA)  
DISTRICT & SESSIONS JUDGE:  
DELHI

No. 57613-58013 /Admn-I/C/2006

Dated, Delhi the 24/7/06

Copy forwarded for information and necessary action to:-

- 1. The Judge Incharge, Patiala House Courts, Karkardooma Courts and Rohini Courts, with request to get the notice affixed on the notice boards.
- 2. All the Judicial Officers at Tis Hazari, Patiala House, Karkardooma and Rohini Courts.
- 3. All the Branches at Tis Hazari, Patiala House, Karkardooma and Rohini Courts.
- 4. All the Special MMs.
- 5. The Superintendent, Purchase Cell
- 6. Dealing Clerks, Personal Files, Admin-I, II, III & IV, to verify the Identity Card Form.
- 7. P.S. to Ld. District & Sessions Judge.
- 8. Notice Board.
- 9. Mr. Raman Mishra, Card System & Technologies, ED-72, IInd Floor, Tagore Garden, New Delhi-27.

*[Handwritten notes and signatures on the right margin]*

*[Signature]*

DISTRICT & SESSIONS JUDGE:  
DELHI

*[Handwritten notes at the bottom left]*  
incharge (Admn-II)  
26/7

(S.P. BANSAL)  
SUPERINTENDENT (ADMN-I)  
DISTRICT & SESSIONS JUDGE'S  
OFFICE: DELHI.

156

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE : DELHI**

**CIRCULAR**

Despite standing orders issued time and again, most of the staff members do not display their Identity Card for the purpose of identification and Peons/Orderlies, Drivers, Chowkidars, Farash and other Group 'D' employees and Staff Car Drivers do not wear proper uniform during their duty hours in District Courts premises.

It is again stressed that all group "D" employees i.e. Peons, Orderlies, Sweepers, Farash, Safai Karamcharis and Staff Car Drivers shall wear uniform. Breach in compliance of this order shall entail deduction of uniform allowance for one month without further notice.

All subordinate employees shall display their identity cards in a manner that their identity is disclosed easily.

All the Presiding Officers shall endeavor that compliance is made by all their subordinate staff.

All the Administrative Officers, Superintendents, Branch Incharges, Court Readers and Account Officers shall ensure that staff members display their Identity Cards in a manner to disclose their identity and all group "D" employees as well as Staff Car Drivers shall wear prescribed uniform. It is made clear that the Administrative Officers, Superintendents, Branch Incharges, Court Readers and Account Officers shall be held responsible if no report is made by them in case of default committed by any employee working under them.

*Scn  
22/12/06*

20-12-2006

*(V.B.GUPTA)*

District & Sessions Judge  
Delhi.

98908-99288  
No. / Admn-I/2006

Dated Delhi the 21-12-2006

*22/12/06*

*Shelly  
22/12/06*

*22/12/06*

*22/12/06*

**Copy forwarded for information and necessary action to:-**

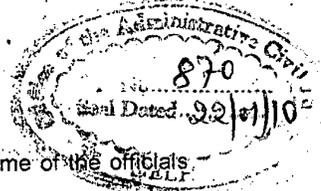
1. The Judge Incharge, KKD/Patiala House/Rohini Courts, Delhi.
2. All the Judicial Officers in Tis Hazari/KKD/Patiala House/Rohini Courts, Delhi.
3. All the Administrative Officers, Superintendents, Branch Incharges at Tis Hazari/KKD/Patiala House/Rohini Courts, Delhi.
4. The Reader to Id. District & Sessions Judge, Delhi.
5. Notice Boards, Tis Hazari/KKD/Patiala House/Rohini Courts, Delhi.

**Seen File**

*(V.B.GUPTA)*  
District & Sessions Judge  
Delhi

Incharge Admn III  
Date 22/12/06

## OFFICE OF THE DISTRICT JUDGE-1 &amp; SESSIONS JUDGE : DELHI

CIRCULAR

It has been brought to the notice of the undersigned that some of the officials are not displaying their Identity Cards in the office. Hence, all the officials are hereby directed to display their Identity Cards properly and to maintain the decorum of the office.

Further, the officials are also directed to furnish their personal details in the Administration Branch (Central District), as per prescribed proforma printed overleaf for placing the same in their personal files by 27.01.2010.

Non-compliance of the above directions shall be viewed seriously.

*(Signature)*  
(G.P. MITTAL)

District Judge-I & Sessions Judge : Delhi

No. 6338-6468  
/Admn./THC/2010

Delhi, Dated the 21/1/10

Copy forwarded for information and necessary action to :-

1. District Judge-II to IX, Delhi/New Delhi for information.
2. All the Judicial Officers, Central District, Delhi are impressed to ensure the compliance of the above circular.
3. All the Administrative Officers/ Superintendents/ Branch-Incharges, Central District, Delhi are directed to ensure the compliance of the above circular.
4. The Personal Office of District Judge-1 & Sessions Judge, Delhi.
5. The Web-Site Committee, Tis Hazari Courts, Delhi.
6. Hindi Section, Tis Hazari Courts, Delhi.

*(Signature)*  
District Judge-I & Sessions Judge : Delhi

*Be circulated  
among officials / Gdt  
D  
to  
22/1/10*

**PROFORMA FOR DISTRICT COURTS STAFF**

1. Name in Capital Letters
2. Name of the Father/ Spouse
3. Residential Address:
4. Employee Code No.
5. Designation
6. Marital Status
7. In case married, details of spouse:
  - (a-1) Whether working or not
  - (a-2) In case working, details of profession/ job etc. along with address/ place of working

In case married :

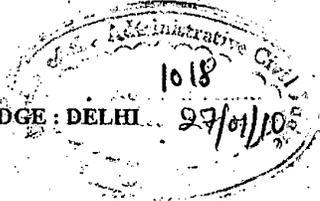
  - (b-1) Number of children
  - (b-2) Their details
  - (b-3) In case students, details of school/ education institution and class/ course
8. Date of Joining
9. Present posting
10. Date of last property return filed
11. Mode of conveyance being used for coming to the Court
12. Whether living in government accommodation or private accommodation :
13. In case of government accommodation, details whether allotted to self or otherwise with details
14. In case of private accommodation whether self owned or otherwise and details :

Certified that the above said information is true and correct.

Date :  
Place :

Signature  
Name  
Designation

159



OFFICE OF THE DISTRICT JUDGE-I & SESSIONS JUDGE : DELHI

CIRCULAR

All group 'C' employees who have received their uniforms are hereby directed to wear the same.

Non-compliance of the above directions shall be viewed seriously.

*(Signature)*  
(G.P.MITTAL) 23/1/10  
District Judge-I & Sessions Judge :  
Delhi.

No. 6530-7030 /Uniform/Genl./10 Dated, Delhi the 23/1/10

Copy forwarded for information and necessary action to :

- 1.All the District Judges II to IX, Delhi/ New Delhi.
- 2.All the Judicial Officers, all the Districts Delhi/ New Delhi are impressed to ensure the compliance of the above circular.
- 3.All the Administrative Civil Judges, Delhi/ New Delhi.
- 4.All the Administrative Officers/ Superintendents/ Branch In-charges all the Districts are directed to ensure the compliance of the above circular.
- 5.The Personal office of District Judge-I & Sessions Judge, Delhi.
- 6.Reader to Ld. District & Sessions Judge, Delhi.
- 7.The Personal Office of District Judge-1 & Sess Judge, Delhi.
- 8.The Web-Site Committee, Tis Hazari Courts, Delhi.
- 9.Guard file.

*(Signature)*  
District Judge-I & Sessions Judge 23/1/10  
Delhi.

*Group 'c' staff to note and compliance*

*Noted → 27/1/10*

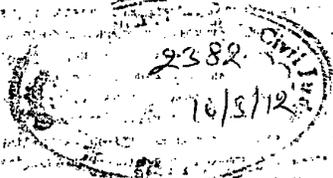
*503*

*27/1/10*

*27/1/10*

(Supd)

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**



**CIRCULAR**

All the Group 'D' employees of this Office, who have received their uniforms, are hereby directed to wear the same, with immediate effect.

Non-compliance of the above directions shall be viewed seriously.

*[Signature]*  
15/3/12  
(B. R. Kedia)

Officer-in-Charge, General Branch  
Additional District & Sessions Judge,  
Delhi

*5/3/12*  
*16/3/12*

No. 15742-879/Caretaking/2012 Dated, Delhi the 15/03/12

Copy forwarded for information and necessary action to:-

1. All the District Judges & Additional Sessions Judge/In-charge at Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka, & Saket Courts Complex with a request to give it wide publicity at their respective District.
2. All the Judicial Officers of Central District with request to ensure the compliance of the above directions.
3. The Administrative Civil Judge, Central District, Tis Hazari Courts, Delhi
4. All the Administrative Officers/Superintendents/Branch-in-Charges at Central District.
5. Dealing Official at Personal Office of the Undersigned
6. Reader to the Undersigned.
7. The Chairman, Website Committee, Tis Hazari Courts, Delhi with a request to upload the circular at the Official website of Delhi District Courts.
8. Guard File

*related Slight to Note & copy*

*[Signature]*  
15/3/12  
(B. R. Kedia)

Officer-in-Charge, General Branch  
Additional District & Sessions Judge,  
Delhi

1423  
*[Signature]*

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

ORDER

It has been observed by the undersigned that some of the staff members are not adhering to the proper dress code/uniform and thus, working atmosphere as well as dignity of the Court is affecting adversely.

And thus, in order to maintain the discipline and decorum of the Court, all the staff members are directed to strictly adhere to the formal uniform/dress code, as specified hereunder :-

- For male staff members : Shirt & Trouser
- For female staff members : Salwar Kameez with Dupatta
- Or
- Saree

Any violation of the above directions shall be viewed severely.

*ms/42 10/10/12*  
**(SUNITA GUPTA)**  
District & Sessions Judge,  
Delhi.

No. 42970-43640 /Admn.II/Misc./ 2012 Dated, Delhi the 10/10/12

Copy forwarded for information and necessary action to :-

1. The District Judge & Addl. Sessions Judges, I/C, North, West/New Delhi/East/ North-East/North-West/South West/South-South East, Delhi/New Delhi.
2. All the Judicial Officers, Delhi/New Delhi with the request to convey the above instructions to the staff working under their control.
3. All the AO/Superintendents/Branch. In-charges, Delhi/New Delhi to convey the above instructions to the staff working under their control.
4. The Personal Office of District & Sessions Judge, TMC, Delhi.
5. PRO/APRO, Delhi/New Delhi.
6. Web-site Committee, Tis Hazari Courts, Delhi.
7. The Dealing Official, Server Room No.207, Tis Hazari Courts, Delhi.

*ms/42*  
District & Sessions Judge,  
Delhi

162

# **DEMAND OF STENOGRAPHERS / PEON**

OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI.

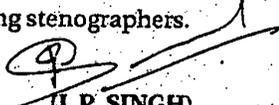
163

CIRCULAR

It has been brought to my notice that some of the stenographers whose presiding officers happen to be on leave are not reporting in the Administration Branch as directed vide Circular No. 56824-57109/F.1(3)/02 dated 28/11/2002 issued in this regard.

It is once again directed that all the stenographers should immediately report in the Administration Branch sharp at 10.00 am whenever their presiding officers are on leave.

Non-compliance of these directions will be viewed seriously and strict disciplinary action will be taken against the defaulting stenographers.

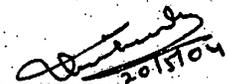
  
(J. P. SINGH)  
DISTRICT & SESSIONS JUDGE  
DELHI.

No. 33274-649 Admn./04

Delhi, Dated the 22/5/04

Copy forwarded for information and necessary action to:-

1. The Judge Incharge, Patiala House Courts, New Delhi.
2. The Judge Incharge, Karkardooma Courts, Shahadra, Delhi.
3. The officers Incharge, Pool Cars, Copying Agencies, Record Room, Accounts, General, Library, Purchase Cell, Administration, Judicial and Care Taking Branch.
4. The Controlling Officers Pool Car, Tis Hazari, Patiala House and Karkardooma Courts, Delhi.
5. All the Judicial Officers, Tis Hazari, Patiala House and Karkardooma Courts.
6. The Chief Metropolitan Magistrate, Delhi.
7. The Judge, Small Cause Courts, Delhi.
8. The Administrative Civil Judge, Delhi.
9. All the Superintendents, Tis Hazari, Patiala House and Karkardooma Courts.
10. All the Branch Incharges, Tis Hazari, Patiala House and Karkardooma Courts.
11. The Incharge, Care Taking Branch, Delhi.
12. The Notice Board, Tis Hazari, Patiala House and Karkardooma Courts.
13. Web Site Committee, Court No. 1.  
Annex Building, Patiala House, New Delhi.

  
SUPERINTENDENT (ADMN.)  
DISTRICT & SESSIONS JUDGE'S OFFICE:  
DELHI.

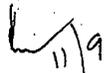
164

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

**CIRCULAR**

It has been directed time and again that requisition/request for deputing a substitute Sr.PA/PA be made only if both the Sr. PAs/PAs posted in the Court happen to be on leave simultaneously. But despite the said directions, it has been noticed that requisitions/requests are being made by some of the Judicial Officers for providing substitute Sr. PA/PA even if one Sr.PA/PA is available in the Court.

Therefore, in continuation of earlier office Circulars dated 31/03/2005, 07/09/2006, 24/02/2009, 12/10/2009 & 10/02/2011, it is to bring to the notice of all the Judicial Officers that the office is facing shortage of Sr. PAs/PAs, hence, a substitute Sr. PA/PA in the first Instance shall be provided in the Court where both the Sr. PAs/PAs attached to a Court are on leave. After meeting with the demand, if any Sr. PA/PA is left, only then the officer can be provided a Sr. PA/PA where only one Sr. PA/PA is on leave. Request for providing substitute Sr. PA/PA should be made in writing to the office.

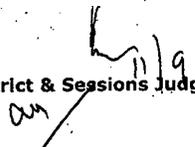
  
(A.K. CHAWLA)  
District & Sessions Judge (HQs): Delhi

No. 27.474-275.64 /Admn-I/P&T/2015

Delhi, Dated the 11/09/2015

**Copy forwarded for information & necessary action to:**

1. All the Judicial Officers, Central District, Tis Hazari Courts, Delhi.
2. The Administrative Officer (Judl.), Computer Branch, Central District, Tis Hazari Courts, Delhi.
3. Personal Office of the undersigned.
4. PRO/APRO, Tis Hazari Courts, Delhi.
5. Web-site Committee, Tis Hazari Courts, Delhi.

  
District & Sessions Judge (HQs):  
Delhi

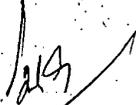
165

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**ORDER**

It is impressed upon all the Judicial Officers, who are working in Mediation Cell, to get services of his / her stenographer for the mediation work and no additional stenographer will be provided from the office as there is shortage of stenographers in the Administration Branch at present.

15.09.05

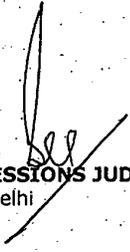
  
(SHIV NARAYAN DHINGRA)  
District & Sessions Judge : Delhi

No./Admn/SO/2005/ 86834-855

Date, Delhi the 15/9/05

**Copy forwarded for information to :**

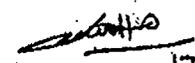
1. All the Judicial Officers, Mediation Programme.
2. Sh. V. K. Pandit, Administrative Incharge, Mediation Cell.
3. Web Site Committee, R. No. 51, KKD Courts, Delhi.
4. The P.S. to District & Sessions Judge, Delhi.

  
**DISTRICT & SESSIONS JUDGE :**  
Delhi

**OFFICE OF THE DISTRICT JUDGE-I & SESSIONS JUDGE: DELHI**

**C I R C U L A R**

All the Judicial Officers who have been assigned the duties of plea bargaining court shall take their own Stenographers for the work in plea bargaining court. The Judicial Officers who have not been provided with the any Stenographer shall get the Stenographer from the Office Pool for the said purpose.

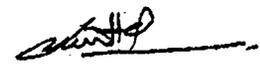
  
(G. P. MITTAL) 3/4/10  
District Judge - I & Sessions Judge:  
Delhi

No./Admn-1/Cir/2010/ 23028-228

Dated, Delhi the 13/04/10

**Copy forwarded for information to: -**

1. The District Judge II to IX, Delhi / New Delhi.
2. The Chief Metropolitan Magistrate, Delhi.
3. All the Administrative Officers, Superintendents and Branch Incharges at Tis Hazari, Karkardooma, Patiala House, Rohini and Dwarka Courts, Delhi / New Delhi.
4. Web Site Committee, Tis Hazari Courts, Delhi.
5. Dealing Assistant, Room No. 302-A, Tis Hazari Courts, Delhi.
6. Dealing Assistant, Hindi Implementation Committee, Tis Hazari Courts, Delhi.

  
District Judge - I & Sessions Judge:  
Delhi

167

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**CIRCULAR**

2814

28/3/12

It has been brought to my notice that in the event of one out of two peons/orderlies being on leave, request / requisition is sent for deputing a substitute, which is not always feasible for the office to accomplish the requirement.

Therefore, in continuation of this office's earlier Circular No. 29155-29455/F.1(4)/2005, it is again impressed upon all the Judicial Officers to send a requisition/request for deputing a substitute only if both the peons / orderlies happen to be on leave simultaneously.

*dmr/m 27/3/12*  
**(SUNITA GUPTA)**

District & Sessions Judge  
Delhi

No. 19469-19539 F.1(3)/2012 Delhi, Dated 27/03/12

**Copy forwarded for information and necessary action to :-**

1. Personal Office, Ld. District & Sessions Judge, Tis Hazari Courts, Delhi.
2. All the Judicial Officers, Central District, Tis Hazari Courts, Delhi.
3. The Administrative Civil Judge, Central District, Tis Hazari Courts, Delhi
4. Hindi Section, Room No. 237, Tis Hazari Courts, Delhi.
5. Web-Site Committee (Eng/Hindi), Tis Hazari Courts, Delhi.

*A. G. J.*  
**(Superintendent)**

Administration Branch-III  
Tis Hazari Courts  
Delhi

*B. S. H.*  
*28-3-12*

## OFFICE OF THE DISTRICT &amp; SESSIONS JUDGE (HQs): DELHI

C I R C U L A R

It has been observed that the Sr. PAs/PAs whose Presiding Officers happen to be on leave do not report in the Administration Branch by 10.10 A.M. of their own, which causes great hardship to the courts whose Sr. PAs/PAs are on leave.

Therefore, in continuation of this office earlier Circulars No./Admn-I/Cir/2010/26243-26313 dated 24/04/2010, No./Admn-I/P&T/Cir./2012/10883-963 dated 21/02/2012 and No./Admn-I/P&T/2013/26703-795 dated 30/07/2013, it is once again impressed upon all the Sr. PAs/PAs to report in the Administration Branch by 10.10 A.M., whenever their Presiding Officers on leave.

Non-compliance of the direction will be viewed seriously. They will be marked absent from duties for that day and disciplinary action shall be initiated against them.

This issues with the approval of Ld. District & Sessions Judge (HQs), Delhi.

*Kaveri Baweja*  
15/4/15

(KAVERI BAWEJA)  
AD&SJ/Officer In-charge (Admn-I)  
District & Sessions Judge Office (HQs):  
Delhi

No./ 9945-10035 /Admn-I/P&T/2015

Dated, Delhi the 15/4/2015

**Copy forwarded for information and necessary action to :-**

1. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi, with the request to direct their Sr. PAs/PAs to comply with the above order/directions strictly.
2. The Administrative Officer (Judl.), Computer Branch, Central District, Tis Hazari Courts, Delhi.
3. Personal Office of the Ld. District & Sessions Judge (HQs), Room No. 302-A, Tis Hazari Courts, Delhi.
4. PRO/APRO, Tis Hazari Courts, Delhi.
5. Web-site Committee, Tis Hazari Courts, Delhi.

*Kaveri Baweja*  
15/4/15

AD&SJ/Officer In-charge (Admn-I)  
District & Sessions Judge Office (HQs):  
Delhi

**INFORMATION REGARDING  
IMMOVABLE PROPERTY**

170

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**CIRCULAR**

All the employees holding any post including Group A & Group B shall submit an Annual Return in the enclosed proforma as prescribed Under Rule 18 (1) (ii) CCS (Conduct) Rules, 1964 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 member of his / her family or in the name of any other persons latest by 31-8-2005.

Non filing of the said Return will be viewed seriously and disciplinary action will be taken against the defaulting officers / officials.

*na*  
**(SHIV NARAYAN DHINGRA)**  
**DISTRICT & SESSIONS JUDGE**  
**DELHI.**

74497-877  
No. \_\_\_\_\_/Vig./Admn./05 Dated, Delhi the 11/8/05  
Copy forward for information & necessary action to :-

- 1 Judge Incharge, Karkardooma Courts, Delhi.
- 2 Judge Incharge, Patiala House Courts, Delhi.
- 3 Officer Incharge, Accounts Branch, Delhi.
- 4 All the Judicial Officers at Tis Hazari Courts, Karkardooma Courts, Delhi Patiala House Courts New Delhi.
- 5 The Administrative Civil Judge, Delhi
- 6 The Judge Small Cause Courts, Delhi
- 7 All the Administrative Officers / Superintendents / Branch Incharge at Tis Hazari Courts, and Karkardooma Courts, Delhi , Patiala House Courts, New Delhi.
- 8 Web - Site Committee, R. No. 51, KKD, Courts, Delhi.
- 9 The P.S. To District & Sessions Judge / Delhi.

*de*  
**DISTRICT & SESSIONS JUDGE**  
**DELHI.**

*Scanned*  
*MNDH*  
*29/8/05*  
*Incharge (Admn-III)*  
*29/8/05*

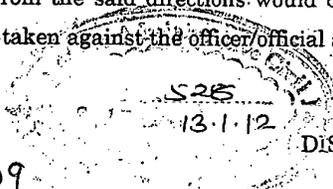
OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

CIRCULAR

It has come to notice that officers/officials of Group A, B&C do not file their annual return of movable/immovable properties inherited by them or owned or acquired by them or held by them on lease or mortgage either in their own name or in the name of any member of their family or in the name of any other person as required under Rule 18 of CCS (Conduct) Rules, 1964.

It is, therefore, directed that all officers/officials(except group 'D' employees) shall submit their return of assets & liabilities in the form as prescribed under CCS(Conduct) Rules, 1964 on or before 31.03.2012 and in future shall submit their annual returns of immovable properties on or before 31<sup>st</sup> January of each year.

The above directions be scrupulously followed by all concerned. Any deviation from the said directions would be viewed seriously and stern action would be taken against the officer/official at fault.



(SUNITA GUPTA)  
DISTRICT & SESSIONS JUDGE:  
DELHI

No. 2419-3109 /Admn./2011 Dated, the 11/01/12

Copy forwarded for information & necessary action:-

- 1 All District Judge & Addl. Sessions Judge J/C at Delhi/New Delhi.
- 2 All the Judicial Officers at THC/PHC/KKI/Rohini/Saket Courts with the request to bring the contents of the circular to the notice of officials working under them.
- 3 All the Administrative Officers/Superintendents/Branch Inchages/Sr.A.O./AAO/PRO/AARO to bring the contents of the circular to the notice of officials working under them
- 4 Website Committee with the request to put the same on the website of the District Courts.
- 5 Notice Board.

Handwritten notes and signatures on the left side, including 'Office to note & comply', 'Supdt', and various dates like '13/1/12'.

Handwritten signatures and dates on the right side, including '13/1/12' and '13-1-12'.

DISTRICT & SESSIONS JUDGE:  
DELHI

172

**DECLARATION FORM FOR MOVEABLE PROPERTY UNDER RULE 18 OF THE CENTRAL CIVIL SERVICES (CONDUCT) RULES 1964**

**Name & Designation of the Government Servant :**

Address :

**Statement made on**

1. i) Cash, Jewellery, Bullion, Bank deposits, Insurance Policies, Shares Securities and debentures.  
ii) Motor Cars, Motor Cycles, Horses, and/or any other means of conveyance.  
iii) Electronic/Electrical items.  
iv) Milch Cattle.  
v) Any other item.

Sr. No.	Description of items	Value	Name of member of Govt. servants of family & benamidar (if any) in whose name and assets is held	Date & manner of fresh acquisition during the year.	Remarks
1.	2.	3.	4.	5.	6.

469

173

**IMMOVABLE PROPERTY ON FIRST APPOINTMENT FOR THE YEAR :**

1. Name of the Officer (in full) :  
& service to when the Officers belongs

2. Code of the state on which borne

3. Present post held :

4. Basic Pay

Name of Distt. Sub	Name of details of property Housing & other Land Bldg.	Present value	If not in own	How acquired whether by held & his/her purchase, lease mortgage, inheritance, gift or otherwise of acquisition & name with details of person/ persons from whom acquired.	annual income from the property.	Remarks
1.	2.	3.	4.	5.	6.	7.

In applicable clause to be struck out in cases where it is not possible to assess the value accurately the approximate value in relation to present conditions maybe indicated.

Signature \_\_\_\_\_  
Dated : \_\_\_\_\_

173

3. Loans advanced, whether secured or not. If secured nature of the security i.e. ornaments, simple pronote or mortgage deeds with or without possession.

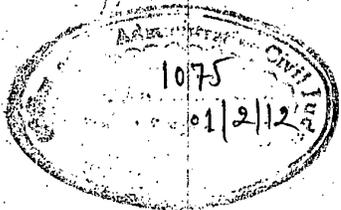
Sl. No.	Amount of Loan	If loan is a secured one nature of the security with its approx. value.	Name of member of the Govt. Servants family who advanced Loan	Name with description of the loans	Date with other particular of the	Remarks
1.	2.	3.	4.	5.	6.	7.

FOI - 90123

(134)

175

supdt



**OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI**

**CIRCULAR**

In continuation of this office circular No.2419-3109/Admn./2011 dated 11.01.2012, it is informed that though the form supplied for furnishing the information with regard to immovable property is applicable to all the Officers/officials irrespective of their length of service but the words used in the form "ON FIRST APPOINTMENT" is likely to create some confusion that the property return with regard to immovable property is only required to be filled by the Officers/officials at the time of first appointment only and not thereafter.

Estt  
1/2-12

It is, therefore, clarified that the Officers/officials shall submit their return in the same format in respect of immovable properties irrespective of their date of appointment.

Stk to Moh  
& Comply  
1-2-12

(SUNITA GUPTA)  
DISTRICT & SESIONS JUDGE:  
DELHI

Dated, the 31/01/12

Copy forwarded for information & necessary action:-

- 1 All District Judge & Addl. Sessions Judge I/C at Delhi/New Delhi.
- 2 All the Judicial Officers at THC/PHC/KKD/Rohini/Saket Courts with the request to bring the contents of the circular to the notice of officials working under them.
- 3 All the Administrative Officers/Superintendents/Branch Incharges/Sr.A.O./AAO/PRO/APRO to bring the contents of the circular to the notice of officials working under them.
- 4 Website Committee with the request to put the same on the website of the District Courts.
- 5 Notice Board.

1/02/12

1/2/12

1/2/12

01-2-12

1/2/12

DISTRICT & SESSIONS JUDGE:  
DELHI

1/2/12

1/2/12

01/2/12

1/2/12

1-2-12

1/2/12

1/2/12

1/2/12

01/02/12

1/2/12

1/2/12

**SHOW CAUSE NOTICE /  
DISCIPLINARY ACTION**



OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

It has been noticed that Administration Branch (Central District) is receiving complaints from the Judicial Officers regarding unauthorized absence or leave of the staff posted in their courts. Vide letter no. 13231-38/Gaz-1/VI.E.2 (a)/2009 dated 01.04.09, the Hon'ble High Court has conferred disciplinary powers on all the District Judges of the respective District Courts for imposing minor penalty under the conduct rules on the staff working under their kind control. Further, the matters meriting major penalty proceedings will have to be referred to the District Judge- 1 & Sessions Judge, Delhi.

Hence, in continuation of earlier circular no. 69497-977/F.1 (3)/2009 dated 02.06.2009, it is again impressed upon all the Judicial Officers / Controlling Officers that they shall first take disciplinary action against the erring Official working under their control in the nature of Memo or Show Cause and after considering the reply of the erring official, they shall refer the matter to the office of the concerned District Judge for initiation of appropriate disciplinary inquiry.

*G.P. Mittal*  
(G. P. MITTAL)  
District Judge- 1 & Sessions Judge,  
Delhi.

129480-970  
No. \_\_\_\_\_ Admin.II/Leave/2009

Dated, Delhi the 03/12/09

Copy forwarded for information and necessary action to:

1. The District Judge II to IX, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi.
2. Personal Office of the Ld. District Judge- 1 & Sessions Judge, Delhi.
3. All the Judicial Officers, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi with the request to circulate the same to the officials under their control.
4. All the Superintendents / Branch Incharges, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi / New Delhi to convey the circular to the officials under control.
5. The Dealing Assistant, Web Committee, Delhi.
6. Hindi Section, Tis Hazari Courts, Delhi.

*Superintendent*  
(Superintendent)  
O/o The District Judge- 1 & Sessions Judge,  
Delhi.

*DELHI*  
*[Handwritten signature]*  
14/12/09  
11:10 AM

**LIBRARY**

179

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

No. 29250-282  
/Lib/Cir. 2009

Dated Delhi 19/3/09

To.

All the Administrative Officers,  
Superintendents, Branch In Charges,  
Sr. Account officers & Account Officers,  
at Tis Hazari Courts, Patiala House Courts,  
Karkardooma Courts, Rohini Courts and  
Dwarka Courts premises



CIRCULAR

The Library Committee District Courts, Tis Hazari has unanimously resolved that the concerned Official shall inform library branch three months prior to the retirement of every employee so that library may take action in-time and get back the books from concerned employee.

*[Handwritten Signature]*  
18/03/09

(V.K.Bansal)

Additional District & Sessions Judge,  
Officer-In-Charge-Cum-Chairman (Library)

No. 29283-300  
/Lib/Cir. 2009

Dated Delhi 19/3/09

Copy forwarded to:-

1. Ld. District & Sessions Judge: Delhi.
2. O/o District Judge, Room No. 302-A, Tis Hazari Courts, Delhi.
3. Ld. District Judge-II, III, IV, V, VI, VII, VIII and IX.
4. All the Librarians at Tis Hazari, Patiala House, Karkardooma, Rohini and Dwarka Courts Complexes, Delhi.

*[Handwritten Signature]*  
18/03/09

(V.K.Bansal)

Additional District & Sessions Judge,  
Officer-In-Charge-Cum-Chairman (Library)

*Be. emerald*  
*du staff*  
*[Handwritten initials]*  
20/3/09

*[Handwritten Signature]*  
20/3/09

**MEDICAL**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI****C I R C U L A R**

We are pleased to inform you that a Government Dispensary has been opened in Room No. 141, Tis Hazari Courts, Delhi for the benefit of all the Judicial Officers and the court staff. The inauguration of the dispensary was done on 22.02.2005 by Ms. Rekha Sharma, District & Sessions Judge, Delhi. All the Judicial Officers and court staff can avail medical facility from the dispensary as and when needed between 8.00 A.M. to 2.00 P.M.

*Swagamb*  
(S N AGGARWAL)

Judge Incharge (Administration)  
Addl. District & Sessions Judge : Delhi

F.1(3)/2005/13124 - 13504

Dated, Delhi the 23/2/05

**Copy forwarded for information and necessary action to :-**

1. Judge Incharge, KKD Courts / Patiala House Courts
2. All the Judicial Officers, Tis Hazari Courts / KKD Courts / Patiala House Courts
3. The Administrative Civil Judge, Delhi
4. All the Special Metropolitan Magistrates.
5. All the Administrative Officers and Superintendents  
Tis Hazari Courts / KKD Courts / Patiala House Courts
6. All the Branches, Tis Hazari Courts / KKD Courts / Patiala House Courts
7. Notice Board, Tis Hazari / KKD / Patiala House Courts.
8. Web-Site Committee, Court No. 160, Tis Hazari Courts, Delhi.
9. The Reader to District & Sessions Judge, Delhi

*Swagamb*  
**JUDGE INCHARGE (ADMINISTRATION)**  
Addl. District & Sessions Judge : Delhi

182

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

**CIRCULAR**

Medical facility card is necessary for reimbursement of medical claim, Hence, all the Officers/Officials are requested/directed to submit the application form in prescribed performa for issue of medical card, if already not issued.

The performa is available on the District Court website [www.delhicourts.nic.in](http://www.delhicourts.nic.in) and can also be obtained from the Accounts Branch, Room No. 315 Tis Hazari, Delhi.

  
OFFICER INCHARGE(ACCOUNTS)/HOO  
DISTRICT & SESSIONS JUDGE : OFFICE  
DELHI

No. 39829 - 40029 / Med/Accts/2006

Dr. 24/5/06

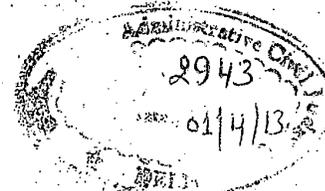
Copy forwarded to:-

1. Reader to Ld. District & Sessions Judge, Delhi
2. The Judge Incharge : Patiala House Court, Karkardooma Courts, *Rohini Courts.*
3. The Chief Metropolitan Magistrate, Delhi.
4. The Administrative Civil Judge, Delhi.
5. The Judge, Small Causes Court.
6. All the Special Metropolitan Magistrate, Delhi, New Delhi, Karkardooma Court, *Rohini Courts.*  
with the request that these instruction must be brought to the notice of the staff posted in the court.
7. Website Committee, Annexure-I, Karkardooma Courts.
8. All Administrative Officers, Superintendents, Branch Incharge at Tis Hazari Court, Patiala House Court, Karkardooma Court, *Rohini Courts.*
9. The Superintendent, Computer Branch.
10. Notice Board at Tis Hazari Court, Patiala House Court, Karkardooma Court.
11. All the Judicial officers, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, *Rohini Courts* with the request that these instruction must be brought to the notice of the staff posted in the court.

  
OFFICER INCHARGE(ACCOUNTS)/HOO  
DISTRICT & SESSIONS JUDGE : OFFICE  
DELHI

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---3/N---



OFFICE OF THE DISTRICT & SESSIONS JUDGE (H.Q.): DELHI

14059-14229  
No. Med./Accts.(H.Q.)/306(B)/2013

Delhi, Dt. 30/3/2013

Copy forwarded for information and necessary action to :-

1. Through concerned DDO's to Ld. District & Sessions Judge East District (KKD); North - East (KKD); Shahdara (KKD); South - West (Dwarka); New Delhi (Patiala House); West (Tis Hazari); North - West (Rohini); North (Rohini); South (Saket) and South - East (Saket); with the request to circulate the same among all the Judicial Officers and their staff & all respective Branches under their kind control.
2. All the Judicial Officers of Central District, THC, Delhi with the request that these instructions must be brought to the notice of the Staff.
3. The Chief Metropolitan Magistrate, Delhi.
4. The Administrative Civil Judge, Delhi.
5. The Judge Small Causes Courts, Delhi.
6. Website Committee, THC, Delhi with the request to upload the O.M. on Office Website so that it may be accessed by Judicial Officers, Pensioner and members of the Staff.
7. All Administrative Officers, Superintendents, P.R.Os/A.P.R.Os, Branch Incharge at Tis Hazari Courts, Delhi, to circulate the same among all their staff.
8. P.S. to Ld. District & Sessions Judge (H.Q.), THC, Delhi.

*Sunil*  
(SUNIL KUMAR AGGARWAL)  
ADL. DISTRICT JUDGE/HOO & DDO,  
O/O DISTRICT JUDGE & SESSIONS JUDGE (H.Q.),  
DELHI

833

PRINCIPAL ACCOUNTS OFFICE  
GOVERNMENT OF NCT OF DELHI  
A' BLOCK VIKAS BHAWAN NEW DELHI

184

No. F.4(73)/Pr.A.O./Ad-II/1312-1342

Dated: 04/03/13

To,

The Deputy Controller of Accounts,  
Accounts Branch, Funds, Pension Cell, *AMM*  
All the Pay & Accounts Officers,  
Delhi/New Delhi.

Sir/Madam,

*Copy to  
all DDO  
for their  
info  
A.O. / P.  
13/13*

The medical treatment undertaken by the employees as out patient in the recognized hospitals on the advice of the AMAs were admitted for reimbursement as per bills/vouchers submitted along with the medical claim by the employees/retirees without the requirement of certificate of non-availability of medicine from AMA due to non-clarity to the office orders dated 18.2.2013

The publicity given in the newspaper by DHS Department on 18.2.2013 (copy enclosed) made clear that a certificate of non-availability of medicine in all cases of treatment undertaken as out patient by the employees/retirees would be required in all case of treatment i.e. either in Govt. hospital or in private hospital.

It is, therefore advised that henceforth the medical claims of the employees/retirees of your office may be taken up accordingly. Intimation in this regard may also be sent to the retirees so as to avoid inconvenience to them.

Yours faithfully,

*Pc*  
01.03.13  
(PARKASH CHAND)

Dy. Controller of Accounts (Admin.)

Encl. As above

*Copy may be for ...  
for further necessary action at their end*

DISPATCH N 5782 P.A.O. / P.

14/3/13

*All staff to note  
not sent to all persons  
to ensure all retired persons  
are receiving copy of this letter*

*B*  
AO  
01/04/13

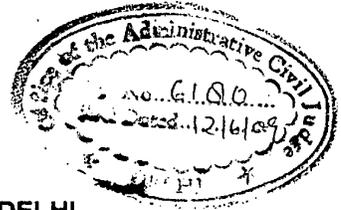
1335

*ESH*

185

## POWER SAVING

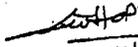
186



**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.**

**CIRCULAR**

For economy measures and in order to save electricity and to avoid misuse of electrical appliances in the District Court Complexes, it is impressed upon all the judicial officers to ensure that the Air Conditioner and other electrical appliances, are switched off while the Chamber is not in use and also direct the staff working under their control to switch off all the electric appliances before leaving the Court Room.

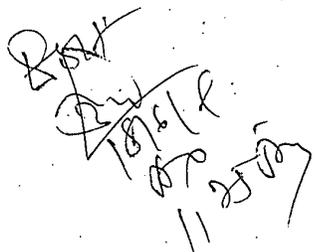
  
(G.P. Mittal) 11/6/09  
District Judge-1 & Sessions Judge,  
Delhi.

No. 73355-805 Admn.II/Elect./2009 Dated, Delhi the 11/6/09

**Copy forwarded for information & necessary action to :**

1. The District Judge II to IX, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi/ New Delhi.
2. Personal Office of the Ld. District Judge-1 & Sessions Judge, Delhi.
3. All the Judicial Officers, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi/ New Delhi.
4. All the Special MMs at Under Hill Road, K.N. Marg, Kapashera, Saket, Rohini, KKD, Delhi/ New Delhi.
5. All the Superintendents/ Branch Incharges, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi/ New Delhi with direction to convey the directions among the staff under their control.
6. Sr. Accounts Officer, Accounts Branch, THC, Delhi.

  
District Judge-1 & Sessions Judge,  
Delhi.







**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**CIRCULAR**

It is impressed upon all the Judicial Officers posted at Tis Hazari Court Complex, Delhi, to switch off the electronic devices including Air Conditioners installed in their Chamber, when they are not in the Chamber or are sitting outside in the court room. Similarly, the electronic devices including Air Conditioners installed in the Court Room be also switched off, if not required.

In-charges of all the Branches are directed to ensure that the electronic devices are switched off, if not required during working hours and are switched off before leaving for home every evening.

*Staff to Note  
& Comply  
Cmde  
S. K. Bora  
4-8-12*

*ESJ  
4-8-12*

*3/9/12*  
**(Sunita Gupta)**  
**District & Sessions Judge,**  
**Tis Hazari Court,**  
**Delhi**

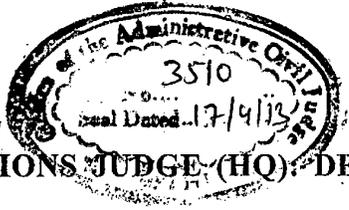
No. 37487-706 /CTB/THC/12

Dated, Delhi the 04/09/12

**Copy forwarded for information and necessary action to:-**

1. The District Judge & Addl. Sessions Judge I/c, North & West district, Tis Hazari Courts, Delhi.
2. All the Judicial Officers posted at Tis Hazari Court Complex with the request to get the circular noted by the staff deputed with them.
3. Administrative Officers / Superintendents posted at Tis Hazari Court Complex with the direction to get the circular noted by In-Charge of their respective Branches.
4. PS to District & Sessions Judge, Delhi.
5. The Website Committee (Hindi / English), Tis Hazari Court, Delhi.

*Sunita Gupta*  
**District & Sessions Judge,**  
**Tis Hazari Court,**  
**Delhi**



**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ), DELHI**  
**CIRCULAR**

In order to conserve energy and avoid wasteful expenditure, all the judicial officers posted at Tis Hazari Courts, Delhi are requested to ensure that the electronic devices including Lights, Fans, Air Conditioners etc. installed in their chamber/court room are switched off, when the same are not in use. Every small step in this regard, shall go a long way in conserving energy which is the need of the hour and will prevent national wastage.

Your kind co-operation is solicited in this regard.

This is issued with the approval of Ld. District & Sessions Judge (HQ), Delhi.

*Estt*  
*17/4/13*

*(Sanjay Kumar Aggarwal)*  
Chairman, Environment Committee,  
PO MACT (W) Tis Hazari Courts, Delhi

No. 15263-478/Cir./EC/Genl./2013

Delhi, Dated 16/04/13

**Copy forwarded for information and necessary action to:**

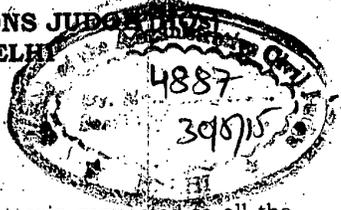
1. All the Judicial Officers, DHJS and DJS, Central and West District, Tis Hazari Courts, Delhi for immediate compliance.
2. The Chairman, Website committee, Tis Hazari Courts, Delhi with the request to upload the circular on the District Court's Website at the earliest.
3. All the Superintendents and Branch-in-charges of Central and West Districts, Tis Hazari Courts, Delhi with directions to comply with the aforesaid instructions & also ensure strict compliance of the same by staff posted in their respective branches.
4. Superintendent, Caretaking Branch (Central), Tis Hazari Courts, Delhi.
5. PS to Ld. District & Sessions Judge (HQ), Tis Hazari Courts, Delhi.
6. PS to Ld. District & Sessions Judge (West), Tis Hazari Courts, Delhi.
7. Reader to undersigned.
8. Reader to the Ld. Nodal Officer, Environment Committee, Tis Hazari Courts, Delhi.
9. Dealing Clerk, Server Room No.207, Tis Hazari Courts, Delhi to upload the circular on Intranet Site of District Courts, Tis Hazari, Delhi.

*see staff to note*  
*17/4/13*  
*P.T.O.*

*(Sanjay Kumar Aggarwal)*  
Chairman, Environment Committee,  
PO MACT (W) Tis Hazari Courts, Delhi

*165* *Estt*

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (WEST)  
TIS HAZARI COURTS: DELHI**



**CIRCULAR**

In continuation of earlier circulars, it is once again requested to all the Judicial Officers posted in Tis Hazari Court Complex, Delhi, to ensure to switch off all the electronic devices including Air Conditioners installed in their Chamber, when they are not in the Chamber or are sitting in the Court room. Similarly, the electronic devices including Air Conditioners installed in the Court room be also switched off, if not required.

Further, all the Readers/Branch In-charges are directed to take all the necessary steps to ensure and prevent the misuse of the electricity in their respective Court rooms and branches and switch off all the electronic devices, if not required during office hours and switch off before leaving for home every evening after office hours.

*[Handwritten signature]*  
29/5/15

**(V.K. BANSAL)**

Chairman: Building Maintenance Committee  
Tis Hazari Courts, Delhi

No. 16316-536/CTB/THC/15

Dated: 29<sup>th</sup> May, 2015

**Copy forwarded for information and necessary action to:-**

1. The District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. The District & Sessions Judge (West), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in this Court complex with the request to get the circular noted by the staff deputed with them
4. The Branch In-charge, all the branches in Tis Hazari Courts, Delhi.
5. The Notice Board

*[Handwritten initials]*  
29/5/15

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29/5/15

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*[Handwritten signature]*  
29/5/15

Chairman: Building Maintenance Committee  
Tis Hazari Courts, Delhi

*[Handwritten signature]*  
29/5/15

*[Handwritten signature]*  
30/5/15

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30/5/15

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30-5-15

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30/5/15

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30/5/15

5/07/2015

(191)

## OFFICE OF DISTRICT & SESSIONS JUDGE (HQs), DELHI

### CIRCULAR

Be it known that to curb the loss of data and to prevent damage to the valuable Computers and its peripherals on sudden electricity failure and to provide proper energy back up, the centralized UPSs have been installed at Tis Hazari Courts which provides back up for a limited period depending upon the actual usage.

It has however come to the notice of undersigned that Centralized UPSs are getting overloaded on account of excessive use of UPS inter alia on account of other equipments like coolers, hot cases etc being connected to them.

In order to conserve the UPS power energy and its usage to the optimum, all the officials are directed to **use only the Computer Systems on UPS power** and use printers only in extreme official urgency, when electricity failure occurs.

All the Administrative Officers (Judicial) are also directed to ensure that all the **switches/plugs/switch boards are earmarked to show their connectivity with Electricity Power or UPS**. For the purpose, the assistance of PWD (Electric Division) may be taken, if so required.

Any violation of above directions will be viewed seriously and necessary disciplinary action shall be initiated against the erring official (s).

(A.K. CHAWLA)

District & Sessions Judge (HQs), Delhi

Ref. No. 22197 - 22417 /UPS-Sup./Comp./2015

Dated: 05/8/15

#### Copy forwarded for information and necessary action to:

1. All the Judicial Officers posted at Tis Hazari Courts with request to convey the above instructions amongst the staff of their Court and to ensure immediate compliance.
2. The Administrative Officer/Branch In-charges of all the branches at Tis Hazari Courts with directions to ensure immediate compliance of the directions.
3. The Assistant Engineer, PWD (Electric Division), Room No. 236, 11nd floor, Tis Hazari Court Complex, Delhi with direction to provide necessary assistance in identification of switches /plugs/switch boards.
4. Record file.

(A.K. CHAWLA)

District & Sessions Judge (HQs), Delhi

**SENDING REPRESENTATION  
TO HON'BLE HIGH COURT OF  
DELHI**

OFFICE OF THE DISTRICT JUDGE-1 & SESSIONS JUDGE :  
DELHI

STANDING ORDER

Admin  
8188  
29/7/10

It has been noticed that officials of this office are sending their representations/complaints etc. or endorsing copies thereof to the Hon'ble High Court of Delhi, New Delhi or to the other authorities, directly, if without being routed through proper channels. This practice is in sheer violation of Office's Standing Order Nos. 2088-2438/F.1 (3)/96 dated 17/04/1996 and 3095 /F.1 (3)/2001 dated 12/08/2001 and needs to be discouraged.

It is once again impressed upon all the officials to desist from sending the representations/complaints, etc. or to endorse copies thereof to the Hon'ble High Court of Delhi, New Delhi or to the other authorities, directly.

Non compliance of the above order shall invite strict disciplinary action against the erring officials.

*(Signature)*  
(G.P. MITTAL)  
District Judge-I & Sessions Judge :  
Delhi

No. Admn.II/Misc./2010/ 1992/43649-44/99 Delhi, Dated the 28/07/10

Copy forwarded for information & necessary action to :-

- 1) The Registrar General, Hon'ble High Court of Delhi, N. Delhi in reference to Office letter No. 18226/Estt./E-IV/DHC dated 03/06/2010
- 2) All the Judicial Officers, THC/PHC/KKD/Rohini/Dwarka, Delhi/New Delhi to convey the above directions to the officials working under their control.
- 3) The Personal Office of District Judge-I & Sessions Judge, Delhi.
- 4) All the Superintendents/Branch- Incharges, THC/PHC/ KKD/Rohini/ Dwarka, Delhi/New Delhi, to convey the above directions to the officials of their Branches.
- 5) PRO/APRO, THC/PHC/KKD/Rohini/Dwarka, Delhi/New Delhi.
- 6) The Web-Site Committee, Tis Hazari Courts, Delhi.

As.

*Be come*  
*in 8/8/10*  
*29/7/10*  
*1145m*

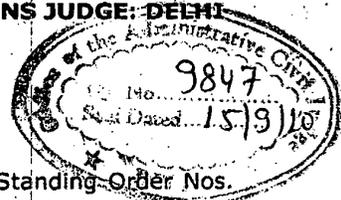
*(Signature)*  
District Judge-I & Sessions Judge :  
Delhi

194

g/c

**OFFICE OF THE DISTRICT JUDGE-1 & SESSIONS JUDGE, DELHI**

**STANDING ORDER**



In continuation of this office's earlier Standing Order Nos. 2088-2438/F.1(3)/96 dated 17/04/1996, 3095/F.1(3)/2001 dated 02/08/2001 and Admn.II/Misc./2010/1992/43649-44199 dated 28/7/2010, it is once again impressed upon all the staff members not to send their representations/complaints etc. or endorsing copies thereof to the Hon'ble High Court of Delhi, New Delhi or to the other authorities, directly, without being routed through proper channels.

Any violation of the above directions shall entail initiation of appropriate disciplinary action against the erring official.

**(G.P. MITTAL)  
DISTRICT JUDGE-1 & SESSIONS JUDGE,  
DELHI**

No. 57792-58392 /Admn.II/Misc./2010 Delhi, dated the 13 SEP 2010

**Copy forwarded for information and necessary action to :-**

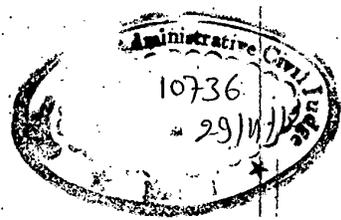
1. The District Judge-II to IX, Delhi/New Delhi.
2. Personal Office of the District Judge-I & Sessions Judge, Delhi.
3. All the Judicial Officers to convey the above directions to the staff working under their control.
4. The Superintendents/Incharges, THC/PHC/KKD/Rohini/Dwarka, Delhi with the direction to convey the above directions to staff working under their control.
5. PRO/APROs at THC/PHC/KKD/Rohini/Dwarka, Delhi.
6. Web-site Committee English/Hindi, Tis Hazari Courts, Delhi.
7. The Dealing, Server Room No.207, Tis Hazari Courts, Delhi.

**DISTRICT JUDGE-1 & SESSIONS JUDGE,  
DELHI**

*Be extra  
Rok  
15/9/10  
3/2*

195

**REPORTING OF UNCLAIMED /  
SUSPICIOUS ARTICLES**



OFFICE OF THE DISTRICT & SESSIONS JUDGE:  
TIS HAZARI COURTS, DELHI

CIRCULAR

All the Judicial Officers and other officers of this establishment at Tis Hazari Courts, Delhi are impressed upon to ensure that no unclaimed object or suspicious articles is found inside or outside in their respective Court Rooms/office rooms or branches. The additional duty of vigil for the said purpose may also be assigned to one or two of their respective staff members. In case any unclaimed object or suspicious articles is found, the same may be reported to:-

- 1. Police Control Room : Telephone no. 100
- 2. SHO, PS Subzi Mandi : Telephone No. 8750870126
- 3. Chowki Incharge, Tis Hazari Courts: Telephone no. 9958653660

*handed 26/11/12*  
District & Sessions Judge  
Delhi.

48481-711

NO. \_\_\_\_\_ CTB/THC/2012

DATED \_\_\_\_\_

26 NOV 2012

Copy forwarded for information and necessary action:-

- 1. The Ld. District Judge & Additional Sessions Judges I/C, North, Tis Hazari Courts, Delhi.
- 2. The Ld. District Judge & Additional Sessions Judges I/C, West, Tis Hazari Courts, Delhi.
- 3. Ld. Administrative Civil Judge, Central/North/West, Tis Hazari Courts, Delhi.
- 4. The Secretary, DLSA, Central/North/West, Tis Hazari Courts, Delhi.
- 5. The Website Committee, Tis Hazari Courts, Delhi.

*Judicial officer/A.O./ Superintendent Incharge, Tis Hazari Courts, Delhi.*

District & Sessions Judge  
Delhi.

*Please note all the staff members.*

*30/11/12*

*30/11/12*

*30/11/12*

*30/11/12*

*30/11/12*

*30/11/12*

*30/11/12*

759

197

# CLEANING AND MOPING

OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI

CIRCULAR

It is reiterated that Dengue & Chikunguniya are two viral diseases acquired by the bite of infected Aedes mosquito. Since there is no specific treatment against these viral diseases, prevention of Aedes mosquito breeding is the only effective means for prevention and control of Dengue and Chikungunya. Aedes mosquito usually breeds in artificial collection of clean water like, desert coolers, uncovered overheads tank etc.

In view of the directions of I.d. District & Sessions Judge, Delhi in terms of communication received from MCD vide letter No.MHO/NDMC/2012/27 dated 07.09.2012 all the judicial officers posted at Tis Hazari Courts, Delhi are requested to ensure that Desert Cooler, installed in their Court Rooms/Ahmad Room/Chamber, are cleaned once in a week and mopped dry before refilling. In case the coolers cannot be emptied, it may be ensured that one tablespoon of Kerosene/Petrol/Temphos Granules is put in the coolers on regular basis. The Judicial Officers may contact the concerned Caretaking Branch for doing the needful.

Superintendent, Care Taking Branch is directed to ensure regular cleaning of the Desert Coolers and that overhead & other water storage tanks should not be kept improperly covered. It is further impressed upon that collection of stagnant water should not be allowed inside or around office premises.

(KAVERI BAWEJA)

Nodal Officer, Environment Committee,  
ASJ(FTC)(C), Tis Hazari Courts, Delhi

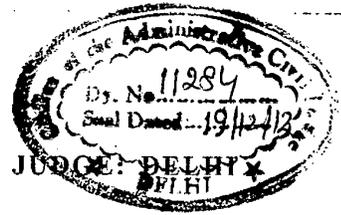
No. 42744 - 969 /Cir./EC/GenL/2012 Delhi, Dated 10/10/12

**Copy forwarded for information and necessary action to:**

1. All the Judicial Officers, DJS and DHJS, North, West and Central District, Tis Hazari Courts, Delhi.
2. The Chairman, Website committee, Tis Hazari Courts, Delhi with the request to upload the circular on the District Court's Website at the earliest.
3. PS to Ld. District & Sessions Judge, Delhi.
4. PS to District Judge & ASJ, I/C North District, Tis Hazari Courts, Delhi.
5. PS to District Judge & ASJ, I/C West District, Tis Hazari Courts, Delhi.
6. All the Superintendents and Branch-in-charges of Central, West and North Districts, Tis Hazari Courts with the directions to take steps on similar footings.
7. Superintendent, Care Taking Branch, Tis Hazari Courts, Delhi to take all preventive actions for non-breeding of mosquitoes.
8. Sh. Ajay Gupta, SSA, NIC to upload the circular on the Intranet Site at all the Courts Complex of Delhi District Courts Complex.

Nodal Officer, Environment Committee,  
ASJ(FTC)(C) Tis Hazari Courts, Delhi

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OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI  
CIRCULAR

Attention of all the Judicial Officers is drawn towards active mosquito nuisance which may transmit diseases such as Dengue Fever/Dengue Hemorrhagic Fever, Malaria and Japanese Encephalitis. To prevent these diseases it is necessary that mosquito population must be kept at low level at all times. This can be kept under control by eliminating water sources giving rise to new generation of mosquitoes and thus limiting their habitat.

The following preventive measures can be taken regularly to keep the mosquitoes at bay:-

1. It should be ensured that all coolers be kept cleaned and mopped dry during winters.
2. Coolers that cannot be emptied, one tablespoon of Petrol/Kerosene/Tempophos Granules may be put in it.
3. Overhead and other water storage tanks should not be kept improperly covered.
4. Collection or stagnant water should not be allowed inside or around office premises and if the same does take place a little quantity of Petrol/Kerosene/Tempophos Granules may be put in such stagnant waste water collection.
5. Unused broken bottles, cups, pots and tyres that can hold water should not be left in the open.

*Estt  
20/12/12*

In this regard all the Judicial Officers, Administrative Officers, Superintendents and Branch-in-charges may take the assistance of Care Taking Branch of their respective districts.

*Staff to be  
and company*

(SANJAY SUMAR AGGARWAL)  
Chairman, Environment Committee,  
PO MACT(W) Tis Hazari Courts, Delhi

*Chks  
8/12/12  
19/12/12*

No. 51584-814 /Cir./EC/Genl./2012 Dated, Delhi 19/12/12

**Copy forwarded for information and necessary action to:**

1. All the Judicial Officers, DJS and DHJS, Central, West and North District, Tis Hazari Courts, Delhi.
2. The Chairman, Website committee, Tis Hazari Courts, Delhi to upload the circular on the District Court's Website at the earliest.
3. All the Superintendents and Branch-in-charges of Central, West and North Districts, Tis Hazari Courts, Delhi.
4. Superintendent, Care Taking Branch, Tis Hazari Courts, Delhi to take all preventive actions for non-breeding of mosquitoes.
5. PS to Ld. District & Sessions Judge, Delhi.
6. PS to Ld. District Judge & ASJ, I/C North District, Tis Hazari Courts, Delhi.
7. PS to Ld. District Judge & ASJ, I/C West District, Tis Hazari Courts, Delhi.
8. Sh. Ajay Gupta, SSA, NIC to upload the circular on the Intranet Site of Tis Hazari Courts Complex.

Chairman, Environment Committee,  
PO MACT(W) Tis Hazari Courts, Delhi

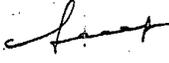
## OFFICE OF THE DISTRICT &amp; SESSIONS JUDGE (HQs): DELHI

No. \_\_\_\_\_ /CTB/THC/15

Dated \_\_\_\_\_

**CIRCULAR**

All the Safai Karamcharies posted at District Courts, Tis Hazari are directed to clean the toilets & courts/ rooms/ branches twice daily i.e. once in the morning & secondly in the afternoon. It is further directed all Farashes and Safai Karamcharies will also obtain report regarding satisfactory discharge of their duties from Presiding Officer of each court/ Sr. Administrative Officer (Judicial)/ Administrative Officer (Judicial)/ Branch Incharges concerned on a weekly basis.

  
(SANDEEP GARG)  
Administrative Civil Judge (C)  
Tis Hazari Courts,  
Delhi

No. 43068-43318 /CTB/THC/15Dated 18/12/15

Copy forwarded for information and necessary action to

- 1 P.S. to Ld. District & Sessions Judge (HQs), District Courts, Tis Hazari, Delhi.
- 2 P.S. to Ld. District & Sessions Judge (West), District Courts, Tis Hazari, Delhi.
- 3 All the Ld. Judicial Officers posted at District Courts, Tis Hazari, Delhi.
- 4 All Sr. Administrative Officers (Judicial), Administrative Officers (Judicial) and Branch Incharges, District Courts, Tis Hazari, Delhi.

  
Administrative Civil Judge (C)  
Tis Hazari Courts, Delhi.

230/10/15  
(Surinder Kumar)  
Administrative Officer

**INTER DISTRICT  
COMMUNICATION**

## OFFICE OF THE DISTRICT JUDGE-1 &amp; SESSIONS JUDGE, DELHI

**STANDING ORDER**

It has been observed that some of the staff members of the Branches are making official correspondences with other Branches through letters which is not proper & is unwarranted. This practice needs to be discouraged.

Henceforth, all the Branches are hereby directed not to engage themselves in making correspondence with other Branches through letters and instead of such practice, they shall move office notes or files from one Branch to another, if so required.

Non-compliance of the above directions shall be viewed seriously.

(G.P. MITTAL)

DISTRICT JUDGE-1 & SESSIONS JUDGE,  
DELHI

50489-689  
No. \_\_\_\_\_/Admn.II/Misc./2010 Delhi, dated the 18/8/10

**Copy forwarded for information and necessary action to :-**

1. The District Judge-II to IX, Delhi/New Delhi.
2. Personal Office of the District Judge-I & Sessions Judge, Delhi.
3. All the Superintendents/Incharges, THC/PHC/KKD/Rohini/Dwarka, Delhi with the direction to convey the above instructions to staff working under their control.
4. PRO/APROs at THC/PHC/KKD/Rohini/Dwarka, Delhi.
5. Web-site Committee English/Hindi, Tis Hazari Courts, Delhi.
6. The Dealing, Server Room No.207, Tis Hazari Courts, Delhi.

*Be covered*  
*the file*  
*20/8/10*  
*12/8/10*

*shw*  
DISTRICT JUDGE-1 & SESSIONS JUDGE,  
DELHI

-685-

203

**PARKING**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

In a special meeting held on 17/10/2006 to discuss the problem of parking and streamlining of inflow and outflow of traffic in District Court Complex under the order of Ld. District Judge, following decisions were taken:

1. The entry for the advocates shall be restricted from the first gate of Gate no.1 so that they may go straight to their parking on the northern side. However, the vehicles bearing label parking approved by Bar Association with car number would only be permitted.
2. Entry for the vehicles of judicial officers and other court staff shall be from the other gate towards parking shed and the exit would be from the outer gate which is existing opposite to the Facilitation Center.
3. In between the entrance gate for the advocates and for the judicial officers, barricade will be put up by the Traffic Police so that there is no inflow of the traffic from the side of the Ba Association parking complex reserved for the Judicial Officers and staff. Similarly, a barricade would also be put up near the outer gate opposite to the Facilitation Center so that there is no inflow of the traffic towards the judges parking from that side. Vehicles of the judicial officers as well as staff should also carry label provided by the office of the Ld. District & Sessions Judge.
4. To facilitate the streamline of inflow and outflow of traffic at gate no.1 as per the decision taken above, the traffic police, officers of Ld. Administrative Civil Judge and the Bar Association would provide for representative to be posted near the entry gate to follow the aforesaid instructions.
5. No car of any litigant would be permitted to come inside the court complex from the side of gate no.1 and that would be diverted to the Mori Gate Parking. The additional vehicles of the advocates which could not be accommodated in the parking on the northern side, would also be diverted to the Mori Gate parking or to other parking space in Ti Hazari Courts Complex.

In view of the aforesaid decision and as approve by the Ld. District & Sessions Judge, Delhi above arrangements shall come into operation w.e.f 16/11/2006. It may be informed that this decision was taken in presence of the representative of the Delhi Bar Association namely Sh. R.N.Vats, Hon. Secretary and Sh. Surender Chauhan Assistant Secretary of Delhi Bar Association.

It is expected that all concerned would cooperate. The necessary car label be obtained by judicial officials, bar members and staff of the District Court from concerned authorities who are also advised to make available the parking labels so that the aforesaid decision is implemented. This issued with the approval of Ld. Distt Judge

  
M.C. JARG

CHAIRMAN  
BUILDING & MAINTENANCE COMMITTEE  
TIS HAZARI COURTS  
DELHI

Say All  
B  
In charge (Admin)

In charge (Admin)  
8/11

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87022-222

No. \_\_\_\_\_/Genl/06

Dated, Delhi the 6/11/08

Copy forwarded for information and necessary action to :

1. Reader to Ld. District & Sessions Judge, Delhi.
2. All the member of DHJS/DJS posted at Tis Hazari Courts Complex with the request that these instructions must also be brought to the notice of the staff posted in the court.
3. The Secretary, Delhi Bar Association with the request to display the copy of the circular on all the Notice Board of Bar Association and to ensure availability of parking labels for the Staff and Judicial Officers.
4. Sh. Rajnish Gupta, ACP (T)/North
5. Inspector N.K. Bisht, TI/CLC
6. Inspector Gulam Sabir, TI/JMC
7. Inspector Vikram Singh, SHO/P.S., Sarai Rohilla
8. Inspector Girish Kaushik Insp/Investigation
9. The Administrative Civil Judge, Delhi with the request to paste the copy of circular on all the notice boards of Tis Hazari Courts and to ensure availability of parking labels for the staff & Judicial Officers.
10. All Administrative Officers, Superintendents, Branch Incharges, Tis Hazari Courts with the request that these instructions must also be brought to the notice of the staff posted in the Branch.
11. Website committee with request to put the same on website of the District Courts.

CHAIRMAN  
BUILDING & MAINTANANCE COMMITTEE  
TIS HAZARI COURTS  
DELHI

20

206

S27D  
4/7/09

OFFICE OF THE ADMINISTRATIVE CIVIL JUDGE (CENTRAL) : DELHI

C I R C U L A R

It is bring to the notice of all the staff of District Courts, Tis Hazari, Delhi not to park their vehicles in between or behind the vehicles of Judicial Officers in the shed of Judicial Officers parking in Tis Hazari Courts, Delhi as it damages the officials vehicles as well as vehicles of Judicial Officers.

Any lapse in this regard will be viewed seriously and necessary action will be taken against official at fault.

*S.K.S.*  
4.7.09  
( SANJEEV KUMAR SINGH )  
ADMINISTRATIVE CIVIL JUDGE (CENTRAL)  
DELHI

Dated : 03.07.2009

No. 16138-16388  
/ACJ(Central)/2009

Dated, Delhi the 04/07/09

Copy to :-

1. Reader to District Judge-I-cum-Sessions Judge (Central), Delhi
2. The District Judge-II & III, Tis Hazari Courts, District Judge -IV & V, Patiala House Courts, District Judge VI & VII, Karkardooma Courts, District Judge-VIII, Rohini Courts and District Judge-IX, Dwarka Courts, Delhi
3. All the ACJs of all Court complexes of Delhi
4. All the Judicial Officers at Tis Hazari, Delhi
5. All the Administrative Officer/Superintendent/Branch Incharge, at Tis Hazari Court, Delhi
6. In-charge, Care Taking Branch, Tis Hazari Courts, Delhi for necessary action
7. Sh. Satish Kumar, Secretary, District Legal Services Committee, Room No. 306, Rohini Courts, Delhi.

*S.K.S.*  
4/7/09  
OFFICER/COO  
O/O ADMINISTRATIVE CIVIL JUDGE (CENTRAL)  
DELHI

OFFICE OF THE DISTRICT JUDGE-I & SESSIONS JUDGE : DELHI

13/12  
10/12/09

CIRCULAR

All the Judicial Officers/Staff/Litigants and Advocates are hereby informed not to park their vehicles at the entrance of any gate of Tis Hazari Court as it creates an obstacle in free flow of traffic.

All concerned are further directed to park the vehicles in a systematic way in one row only on the road from Officer's entrance to central hall/lock-up.

Any vehicle found parked at the entrance of any gate and parked anywhere from Officer's gate to central hall/lock-up in such manner as to obstruct free flow of traffic will be towed away.

*(Signature)*  
( G.P. MITTAL ) 8/12/09  
DISTRICT JUDGE-I & SESSIONS JUDGE  
DELHI

Dated: 08.12.2009

131814 - 2034  
No. \_\_\_\_\_/DJ, Delhi/2009

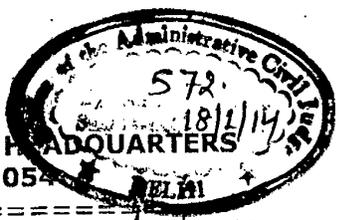
Dated, Delhi the 9/12/09

Copy to :-

1. The Ld. District Judge-II & III, Tis Hazari Courts, Delhi
2. ACJ (Central), (North) & (West), Tis Hazari Courts, Delhi
3. All the Ld. Judicial Officers at Tis Hazari, Delhi
4. DCP Northern Region (Traffic), PS Civil Line, Delhi with the direction to get the vehicles improperly parked or obstructing the free flow of traffic to be removed immediately.
5. All the Administrative Officers/Superintendents/Branch Incharges, at Tis Hazari Court, Delhi
6. The Superintendent, Care Taking Branch, Tis Hazari Courts, Delhi
7. The President Delhi Bar Association, Tis Hazari Courts, Delhi
8. The Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi
9. Office of Hon'ble District Judge-I-cum-Sessions Judge, Delhi, Room No. 302-A, Tis Hazari Courts, Delhi (for information).

*(Signature)*  
District Judge-I & Sessions Judge  
DELHI

*25/11*  
*Qw*  
*14/12/09*  
*11.10.09*



**OFFICE OF THE DISTRICT & SESSIONS JUDGE: HEADQUARTERS  
TIS HAZARI COURTS : DELHI-110054**

No.F./CTB/THC/2014/1078-1148

Dated : 17/01/2014

**CIRCULAR**

This is in continuation to this office's Circular dated 01.06.2012, vide which all the staff members of Tis Hazari Court Complex, Delhi, were directed not to park their vehicles near/inside the Facilitation Centre.

It has been again reported that vehicles are being parked near/inside the Facilitation Centre, Ground Floor, Tis Hazari Courts, Delhi, by staff members even after being informed by the Chowkidars. This causes inconvenience to the litigants, general public, advocates etc.

Hence, all the staff members of Tis Hazari Court Complex, Delhi, are hereby again directed not to park their vehicles near/inside the Facilitation Centre.

Non compliance of this order will be treated strictly.

*[Signature]*  
17/01/14

**(SANDEEP GARG)**  
Administrative Civil Judge (Central)  
Tis Hazari Courts,  
Delhi

Dated 17/01/2014

No.F.6/CTB/THC/2014/1078-1148

Copy forwarded for information:-

1. P.S. to Ld. District & Sessions Judge (HQs.), Delhi.
2. P.S. to Ld. District & Sessions Judge, West District, THC, Delhi.
3. Ld. Administrative Civil Judge (West), THC, Delhi.
4. Sr. Administrative Officers (Judl.)/Administrative Officers (Judl.)/Branch Incharges, THC, Delhi with the direction to circulate the order in their respective branch/office.
5. Assistant Engineer (Civil), PWD for providing poles and chains so that entry of vehicles can be stopped.
6. All chowkidars for strict compliance.

*[Signature]*  
17/01/14

**Administrative Civil Judge (Central)**  
Tis Hazari Courts,  
Delhi

*To be noted & comply by the staff.*

*Estt Branch  
Sr. A.O. (Pwrk)  
18/1/14*



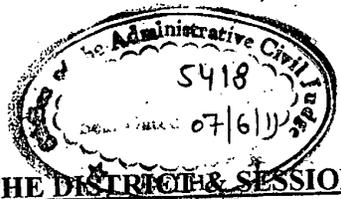
210

# UNCLAIMED ALMIRAH





213



Supdt.

**MOST URGENT**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI**

**CIRCULAR**

During the visit of Tis Hazari Court Complex, several unclaimed almirahs have been found placed outside the court rooms and corridors.

All the Ahlmads/Branch In-Charges/Officials concerned are hereby directed to put stickers of their respective Courts/Branches/Room on the almirah which are kept outside the court rooms, corridors etc. within two days.

The almirahs without sticker kept outside the court rooms, corridors etc. shall be treated as unclaimed.

Any default in this context would be viewed seriously.

*Pratibha Rani*  
**(PRATIBHA RANI)**

**DISTRICT & SESSIONS JUDGE, DELHI**

No. 34534-754 /CTB/THC/2011

Dated. 07/06/11

Copy forward to :-

- (1) The District Judge-II & III, THC, Delhi
- (2) All the Judicial Officers of DHJS & DJS at THC, Delhi with request to get the circular noted from all the staff working with them
- (3) The Administrative Civil Judge, Central, North & West, THC, Delhi
- (4) All the A.O./Supdt./Branch I/C at THC, Delhi with direction to get this circular noted from all the staff working with them
- (5) The In-Charge, Care Taking Branch, Tis Hazari Courts, Delhi
- (6) The Reader to Ld. District & Sessions Judge, Delhi
- (7) The Notice Board

*Pratibha Rani*  
**DISTRICT & SESSIONS JUDGE, DELHI**

*Handwritten notes:*  
28/6/11  
9/6/11

**OFFICE OF THE DISTRICT & SESSIONS JUDGE**  
**CARE TAKING BRANCH : TIS HAZARI COURTS: DELHI**



**CIRCULAR**

During inspection of the Court Complex by Ld. District & Sessions Judge (HQs) alongwith undersigned, several unclaimed almirahs were found outside the Court rooms and in the corridors.

All the Ahlmads/Branch In-Charges/Officials concerned are hereby directed to affix stickers of their respective Courts/Branches/Room on the almirahs which are kept outside the Court rooms & in the corridors etc. within two days, from today.

The almirahs without sticker found outside the Court rooms and in the corridors etc. will be treated as unclaimed and will be liable to be removed without further notice.

*Sandeep Garg*  
**(SANDEEP GARG)**  
 ADMINISTRATIVE CIVIL JUDGE (CENTRAL)  
 DELHI

No. 18746-960/CTB/THC/15

Dated: 05<sup>th</sup> June, 2015

**Copy forwarded for information and necessary action to:-**

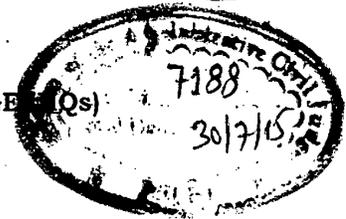
1. PS to Ld. District Judge & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. PS to Ld. District Judge & Sessions Judge (West), Tis Hazari Courts, Delhi
3. All the Ld. Judicial Officers posted in this Court complex with the request to bring this circular into the notice of staff working under them.
4. The Director, Prosecution Branch, Govt. of NCT of Delhi, THC, Delhi.
5. All the Sr. AO/A.Os.(Judl)/Branch In-charges posted in this Court complex with the direction to bring this circular into the notice of staff working under them.
6. The In-charge, Care Taking Branch, Tis Hazari Courts, Delhi.
7. The Notice Board

*Sandeep Garg*  
**ADMINISTRATIVE CIVIL JUDGE (CENTRAL)**  
 DELHI

*Be Circulate  
 to all the staff  
 in Act div  
 6/6/15*

*Sh. Jai De Singh  
 6/8/15*

OFFICE OF THE DISTRICT & SESSIONS JUDGE (Qs)  
TIS HAZARI COURTS: DELHI



**CIRCULAR**

Vide circular no. 18746-960/CTB/THC/15 dated 05.06.2015, all the concerned staff members were directed to affix stickers on their respective almirahs, which are lying outside the Court rooms, branches & in the corridors etc.

On 28.07.2015, during inspection of the Court Complex by Ld. District & Sessions Judge (HQs) alongwith undersigned and other officers, several unclaimed almirahs were still found lying outside the Court rooms, branches & in the corridors.

All Sr. AOs(J)/AOs(J)/Civil Nazirs/Naib Nazirs/JJAs/JAs/SJAs, are hereby informed that this office is contemplating initiation of disciplinary action against the officials/officers whose almirahs are still lying outside Court room, branches & in the corridors, despite being repeatedly directed to remove the same.

  
(SANDEEP GARG)  
ADMINISTRATIVE CIVIL JUDGE (CENTRAL)  
DELHI

No. ~~2080~~ - 20921 /CTB/THC/15

Dated: 29<sup>th</sup> July, 2015

**Copy forwarded for information and necessary action to:-**

1. PS to Ld. District Judge & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. PS to Ld. District Judge & Sessions Judge (West), Tis Hazari Courts, Delhi
3. All the Ld. Judicial Officers posted in this Court complex with the request to bring this circular into the notice of staff working under them.
4. The Director, Prosecution Branch, Govt. of NCT of Delhi, THC, Delhi.
5. All the Sr. AO/A.Os.(Judl)/Branch In-charges posted in this Court complex with the direction to bring this circular into the notice of staff working under them.
6. The In-charge, Care Taking Branch, Tis Hazari Courts, Delhi.
7. The Notice Board

  
ADMINISTRATIVE CIVIL JUDGE (CENTRAL)  
DELHI

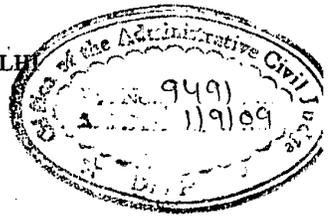
All the staff to please  
note and do the needful.

  
31/7/15

Estt Sect  
  
31/7/15

# NUMBERING AND PAGING

OFFICE OF THE DISTRICT AND SESSIONS JUDGE: DELHI



CIRCULAR

Despite standing instructions issued vide circular No. 73063 – 133/DJ-I/2009 dated 09.06.2009. It has come the notice of undersigned time and again that still files put up for obtaining approval are seldom paged by all Branches, which is wrong practice and beside causing inconvenience in scrutinizing reference made to previous notes or communications, lots of time is wasted in tracing the same. This practice is not appreciable.

Also some Administrative Officers/Superintendents/Branch Incharges keep some unattended files with them and do not put them even for months. This practice is condemnable.

All the Administrative Officer, Superintendents, Branch Incharges, Senior Account Officers, Account Officers are expected to oversee that all files, regular and unattended, contain each leaf of noting as well as correspondences is numbered and paged properly prior to presenting files before the Officer Incharge/Controlling Officers or before the undersigned.

Any lapse would reflect adversely on the ability of the Administrative Officer / Superintendent /Branch Incharge and may be reflected in their ACRs.

*G. P. Mittal*  
(G. P. Mittal) 11/9/09

District Judge – I & Sessions Judge  
Delhi

No. 103902 - 3977 /DJ-I/2009

Dated, Delhi the 1/9/09

Copy forwarded for information and necessary action to:

1. All the Officer Incharge/Controlling / Nodal Officer of Branches / Offices at Tis Hazari Courts, Delhi
2. All the Administrative Officers, Superintendents, Branch In-charges, Senior Account Officer, Account Officer at Tis Hazari Courts, Delhi
3. Website Committee

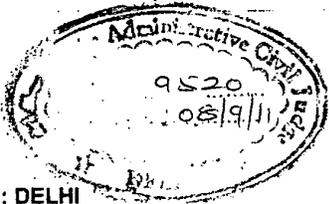
*Handwritten notes and signatures:*  
12/11/09  
12/11/09  
12/11/09  
12/11/09

*G. P. Mittal*  
District Judge – I & Sessions Judge

Delhi

218

**NO SMOKING**



OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

ORDER

In the meeting of environment committee held on 15<sup>th</sup> July, 2011 the Hon'ble High Court stressed that as smoking is prohibited at all public places including District Court Complexes, therefore the District Judges & the concerned Building Maintenance Committees in respective court complexes should ensure that the court complexes are NO SMOKING ZONE. It was also directed that smoke detectors be installed and Magistrates be appointed as Nodal Officer to prevent the smoking in District Courts.

Keeping in view the directions of the Hon'ble High Court of Delhi, Sh.Sanjeev Kumar Singh, Administrative Civil Judge, Central, Tis Hazari Court, Delhi is appointed as Nodal Officer to prevent smoking in Tis Hazari Court Complex, Delhi.

Estt  
C  
Sun  
9-9-11

*Pratibha Rani*  
(Pratibha Rani)

No. 1962/45737-957 /Misc./Gaz/2011 District & Sessions Judge : Delhi  
Dated, Delhi the 07/09/11

- Copy forwarded for information & necessary action to :-
- 1 The Registrar General, High Court of Delhi, New Delhi.
- 2 The District Judge & ASJ l/c North & West Districts, Tis Hazari Court, Delhi.
- 3 All the Judicial Officers of DHJS & DJS, Central, North & West Districts, Tis Hazari Court, Delhi.
- 4 The Officer concerned.
- 5 All the Administrative Officer/Superintendent/Branch In-charge of Central, North & West District at Tis Hazari Court, Delhi.
- 6 The Secretary, Bar Association, Tis Hazari Court, Delhi.
- 7 The Website Committee, Hindi & English, Tis Hazari Court, Delhi.
- 8 Notice Board, Tis Hazari Court Complex, Delhi.

*Handwritten signature/initials*

*Handwritten signature/initials*  
9/9/11

*Pratibha Rani*  
District & Sessions Judge : Delhi

Be Circulated among the staff.  
8/9/11

*Extensive handwritten notes, signatures, and dates (e.g., 8/9/11, 9/9/11) covering the bottom half of the page.*

156712  
30/8/12

OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI

**CIRCULAR**

All the judicial officers posted at Tis Hazari Courts, Delhi are requested to sensitize their staff members to see that no one should smoke in the vicinity outside their respective court rooms. In case anyone violates the No Smoking Zone rules, the same be reported to the Nodal Officers of their respective districts.

Ld. District & Sessions Judge and the worthy District Judges (North and West Districts) are concerned with the fact that a lot of people feed monkeys in the Court Complex due to one reason or the other. This teaches monkeys to associate people with food and consequently regularly attracts them towards Court's Complex. The plaguing of monkeys is not only damaging the Court's records but sometimes files and documents are found strewn in the corridors and power cables containing sensitive datas are found snapped. The dustbins are turned upside down and litter is spread all over the complex causing a lot of inconvenience. The novel way of engaging *Langoor* is also becoming ineffective.

Therefore, all the judicial officers are requested to direct their respective staff members to also sensitize the people to avoid feeding monkeys in court complex and also to sensitize the public to throw the waste in dustbins only in order to get rid of the simians in court complex.

(SANJAY KUMAR AGGARWAL)  
Chairman, Environment Committee,  
PO MACT(W) Tis Hazari Courts, Delhi

No. 37013-238 /Cir./EC/Genl./2012 Delhi, Dated 29/08/12

**Copy forwarded for information and necessary action to:**

1. All the Judicial Officers, DJS and DHJS, North, West and Central District, Tis Hazari Courts, Delhi for immediate compliance.
2. The Chairman, Website committee, Tis Hazari Courts, Delhi with the request to upload the circular on the District Court's Website at the earliest.
3. President/Hon. Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi with the request to initiate programs to sensitize Ld. Members of the Bar & their staff and Litigants on the captioned subject.
4. PS to Ld. District & Sessions Judge, Delhi.
5. PS to District Judge & ASJ, I/C North District, Tis Hazari Courts, Delhi.
6. PS to District Judge & ASJ, I/C West District, Tis Hazari Courts, Delhi.
7. All the Superintendents/Branch-in-charges of Central, West and North Districts, Tis Hazari Courts to take steps on similar footings.
8. Caretaker, Tis Hazari Courts, Delhi.
9. Sh. Ajay Gupta, SSA, NIC to upload the circular on the Intranet Site at all the Courts Complex of Delhi District Courts Complex.
10. Guard File.

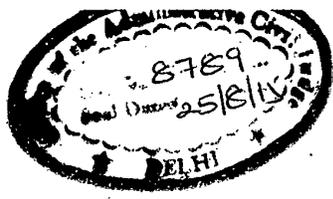
Subscribed  
20/8  
653

It is hereby directed to circulate to amongst the staff members.

Chairman, Environment Committee,  
PO MACT(W) Tis Hazari Courts, Delhi

Aj 001 20/8/12

221



**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs)  
TIS HAZARI COURTS: DELHI**

**CIRCULAR**

Consequent upon enforcement of Delhi Prohibition of Smoking and Non Smokers Health Protection Act, 1996 and Cigarette and other Tobacco Products Act (COTPA), 2003, all staff members posted in Tis Hazari Court complex are impressed upon to strictly adhere to the law. Tis Hazari Court Complex is "No Smoking Zone" & "Tobacco Free Zone".

Therefore, as instructed by Ld. District & Sessions Judge (HQs), Delhi, all staff members posted in the Court Complex are directed not to use tobacco products like cigarettes, bidi and other oral chewable products including Gutkha, Khaini, Zarda, Pan Masala having Nicotine/Tobacco etc.

Non-compliance of this order will be viewed seriously.

*[Signature]*

**(SANDEEP GARG)**  
ADMINISTRATIVE CIVIL JUDGE (CENTRAL)  
TIS HAZARI COURTS, DELHI

No. 24739-25009  
CTB/THC/15

Dated: 24/08/2015

**Copy forwarded for information and necessary action to:-**

1. PS to the District & Sessions Judge (Hqs), Delhi.
2. PS to the District & Sessions Judge (West District), Tis Hazari Courts, Delhi.
3. All the Judicial Officers posted in Central/West District, Tis Hazari Courts, Delhi, for circulating this circular amongst staff posted in their respective Courts.
4. All Sr. AO (J)/AO (J)/Branch In-charges of all branches, Central/West District, THC, Delhi for circulating this circular amongst staff posted in respective branches.
5. The Website Committee, Tis Hazari Courts, Delhi.
6. The Notice Board

*[Signature]*

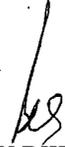
ADMINISTRATIVE CIVIL JUDGE (CENTRAL)  
TIS HAZARI COURTS, DELHI

*Be checked all the staff members*  
*[Signature]*  
*25/8/15*

**PUTTING UP FILES WITHIN  
ONE WEEK**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI****CIRCULAR**

It is directed that all complaints sent by Judicial Officers regarding anything be acknowledged on the day of its receipt and be dealt-with within one week thereafter and action taken thereon be intimated to the Judicial Officer concerned immediately.

  
(SHIV NARAYAN DHINGRA)  
District & Sessions Judge : Delhi

F.1(3)/2005/ 20307-382

Dated, Delhi the 7/3/05

**Copy forwarded for information and necessary action to :-**

1. Judge Incharge, KKD Courts / Patiala House Courts
2. The Office of the Chief Metropolitan Magistrate, Delhi.
3. The Office of the Administrative Civil Judge, Delhi.
4. All the Administrative Officers and Superintendents  
Tis Hazari Courts / KKD Courts / Patiala House Courts
5. All the Branches, Tis Hazari Courts / KKD Courts / Patiala House Courts
6. Web-Site Committee, KKD Courts, Delhi.
7. The Reader to District & Sessions Judge, Delhi

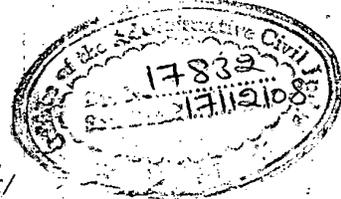
  
(SHIV NARAYAN DHINGRA)  
District & Sessions Judge : Delhi

224

OFFICE OF THE DISTRICT JUDGE-I & SESSIONS JUDGE: DELHI

CIRCULAR

To



All Administrative Officers/  
Superintendents/Senior Accounts Officer/  
Branch Incharges at  
Tis Hazari/Karkardooma/Patiala House/  
Rohini & Dwarka Courts.

It has been brought to my notice that representations/  
applications moved by the Judicial Officers/staff members/general  
public concerning their grievances are not put up timely before the  
higher authorities. You are hereby directed to ensure that  
henceforth, the dealing clerk/assistant put up the  
representations/applications of the Officers/staff members/general  
public before the higher authorities concerned, alongwith the  
**requisite office note preferably within a week from the date of  
receipt;** failing which necessary disciplinary action will be taken  
against the erring officials, as & when noticed.

*Mamta Sehgal*

(Mamta Sehgal)  
District Judge-I & Sessions Judge  
Delhi.

No. 102031-2481 / Admn.

Date :- 16<sup>th</sup> December, 2008.

Copy for information and necessary action to :-

- 1) The District Judges-II, III, IV, V, VI, VII, VIII and IX, Delhi/New Delhi.
- 2) All the Judicial Officers at Tis Hazari, Patiala House courts, Karkardooma courts, Rohini courts and Dwarka courts.
- 3) Website committee/Server Room.
- 4) Guard File.
- 5) PS/Reader to the undersigned.

*18/12/08*

*Be reviewed  
all one  
ASIT*

*18/12/08*

*18/12*  
*18/12*  
*18/12*

*Mamta Sehgal*

(Mamta Sehgal)  
District Judge-I & Sessions Judge,  
Delhi.

*18/12/08*

**SITTING ARRANGEMENT OF  
COURT STAFF**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**OFFICE ORDER**

In compliance of the extract of the minutes of the meeting of Judicial reforms Committee held on 27.11.2007 duly approved by the Hon'ble Chief Justice, New Delhi regarding Suggestions to bring transparency & to Curb Corruption in Subordinate Courts following directions are hereby made as under:-  
**Sitting Arrangement of Court Staff**

All the court staff that is Ahlmad/Asstt. Ahlmad, Nazir/Naib Court etc. are hereby directed to sit in an orderly manner without any separate portion/enclosure by putting amirahs etc. So that they could be noticed by the presiding officer while sitting at the dais. The presiding officers are also requested to supervise their staff properly and to work hard for bringing discipline in their staff. The staff is also conveyed that in case any laxity or dereliction is found in their duty, stern action will be taken against them & they should not consider the direction of their presiding officer lightly as they are supposed to obey the rules and procedure/law conduct rules etc.

**Remand Papers/Release Warrants**

At the time of preparation of release warrants, the Ahlmads are directed to append a certificate that release warrant has been prepared as per the details mentioned in remand paper and copy of the Bail Order be annexed along with the release warrants to avoid any hesitation in releasing the accused by the Jail Authorities.

In this regard daily register be maintained by the court staff/ahlmad/reader separately for acceptance of surety bond and for preparation of release warrant.

The public is required to be educated on the issue of paying bribe to the staff to take the release order to the dak office from where release order is to be sent taken to Jail.

Copy of remand papers and copy of Bail Order should be annexed with the release warrant so that the relatives of the accused may not depend on the whims and fancies of the jail authorities who play an important roll by demanding bribe to grease their palms.

Directions have been issued and compliance can be ensured that naib Court is duty bound to maintain daily register regarding bail orders and to send bail orders to jail authorities regularly everyday. There are instances where bails applications have been rejected by the superior courts, but neither the prosecution nor the investigating agency apprise the Metropolitan Magistrate about such orders and the accused seek bail without disclosing these facts of rejection of bail. In many cases naib court intentionally suppress such information in league with the applicants. Such a conduct on the part of naib court shall be viewed seriously. In this regard director of prosecution and authority concerned of police department may be asked to take necessary steps or issue the necessary directions to their officials to avoid such type of practice in the courts, otherwise such a conduct on the part of naib court shall be viewed seriously.

*Be circulated*

*[Signature]*

*16/12/09*

*[Signature]*  
*17/12/09*

*[Signature]*  
*17/12/09*

**Civil Courts**

Supply of copy of injunction/stay order (ex-parte or otherwise) - once an injunction/stay order is passed, the party concerned has a right to obtain a copy of the same. In case of ex-parte orders statutory compliance are also to be made as per provisions or orders XXXIX Rule 3 CPC.

Hence all the Readers/Ahlmads are hereby directed to supply an attested copy of injunction/stay orders on an application made to the court without any bakshish, as word "bakshish" has taken an ugly shape of bribe.

People/litigants are also informed that such payment in whatever form is an illegal and breeds corruption.

**Issue of Process**

Litigants/advocates are hereby informed that they should not pay even a single penny to the staff for issuing of process. If any litigant is found paying he should be penalized alongwith the court staff.

**Process Serving Agency**

If any process server is found demanding money on the basis of distance though they get conveyance allowances for the service of the notices/summons, strict action shall be taken against him. The Incharge Nazarat Branches are also directed to ensure that no such practice is going on, in their respective branches.

It is impressed upon all the Judicial Officers/officials to comply the above directions in letter and spirit in their respective courts & Branches etc.

  
(MAMTA SEHGAL)

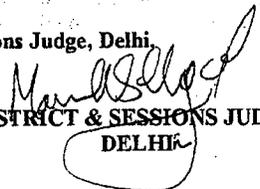
DISTRICT & SESSIONS JUDGE  
DELHI

No. 18894-19374 Admn.1/2009

Dated, Delhi the 12/2/09

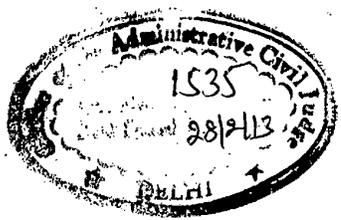
Copy forwarded of information and necessary action to:-

1. The District Judge II / III / IV / V / VI / VII / VIII / IX, Delhi / New Delhi.
2. All the Judicial Officer's (DHJS/DJS) Tis Hazari Courts/ Patiala House Courts/ Rohini Courts / Karkardooma Courts / Dwarka Courts, Delhi / New Delhi.
3. The Chief Metropolitan Magistrate, Delhi.
4. All the Administrative Civil Judge.
5. All the AO / Superintendent concerned at Tis Hazari Courts / Patiala House Courts / Rohini Courts / Karkardooma Courts / Dwarka Courts, Delhi/New Delhi.
6. All the Branches Tis Hazari Courts / Patiala House Courts / Rohini Courts / Karkardooma Courts / Dwarka Courts, Delhi/New Delhi.
7. Web-Site Committee, Tis Hazari Courts, Delhi
8. Reader in the Court of the Ld. District & Sessions Judge, Delhi. Rohini Courts / Karkardooma Courts / Dwarka Courts, Delhi/New Delhi.
9. All the PRO / APRO, Tis Hazari Courts / Patiala House Courts / Rohini Courts/Karkardooma Courts/ Dwarka Courts, Delhi/New Delhi.
10. Personal office of Ld. District & Sessions Judge, Delhi

  
DISTRICT & SESSIONS JUDGE  
DELHI

**INTIMATION / INFORMATION  
TO HON'BLE HIGH COURT OF  
DELHI THROUGH FAX**

229



MOST IMMEDIATE

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

No. 9000-9118/Genl/Misc/2013 Dated, Delhi the 27 FEB 2013

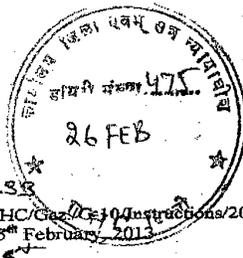
Copy forwarded for information and necessary action to:-

1. All the Judicial Officers posted in Central District Tis Hazari Courts, Delhi.
2. All the offices situated in Central District, Tis Hazari Courts, Delhi.
3. Administrative Officers/Superintendents/Branch In-charges of all the Branches posted in Central District, Tis Hazari Courts, Delhi.

**OFFICER IN-CHARGE (GENERAL BRANCH)  
ADDITIONAL DISTRICT & SESSIONS JUDGE  
CENTRAL DISTRICT, TIS HAZARI COURTS  
DELHI**

Estt

230



HIGH COURT OF DELHI  
Shershah Road, New Delhi.

1222-1233

No. \_\_\_\_\_/DHC/Gaz/G-10/Instructions/2013  
Dated, the 25<sup>th</sup> February, 2013

**MOST IMMEDIATE**

From: Registrar (Vigilance),  
Delhi High Court,  
New Delhi.

To

1. The District & Sessions Judge (Headquarters),  
Tis Hazari, Delhi.
2. The District & Sessions Judge, East District,  
Karkardooma, Delhi.
3. The District & Sessions Judge, New Delhi District,  
Patiala House, New Delhi.
4. The District & Sessions Judge, South-West District,  
Dwarka, New Delhi.
5. The District & Sessions Judge, North District,  
Tis Hazari, Delhi.
6. The District & Sessions Judge, North-West & Outer District,  
Rohini, New Delhi.
7. The District & Sessions Judge (Officiating), West District,  
Tis Hazari, Delhi.
8. The District & Sessions Judge, South & South-East District,  
Saket, New Delhi.
9. The District & Sessions Judge, North-East District,  
Karkardooma, Delhi.
10. The Principal Judge, Family Courts,  
Dwarka, New Delhi.
11. The Member Secretary,  
Delhi Legal Services Authority,  
Patiala House, New Delhi.
12. The Director (Administration),  
Delhi Judicial Academy,  
Karkardooma Court Complex, Delhi.

Sub: Intimations/information to be sent by fax only to the fax numbers of Registrar General and Registrar-cum-Secretary to Hon'ble the Chief Justice.

Madam/Sir,

I am to say that Hon'ble the Chief Justice has been pleased to order that hitherto all intimations/information must be sent by the District & Sessions Judges only on the following numbers, be sent by an oral message or fax, which numbers will be kept always available for fax :-

Fax Numbers	Available with
011-23073485	Registrar General
011-23782731	Registrar-cum-Secretary to Hon'ble the Chief Justice

I am, therefore, to request you to do the needful.

Yours sincerely,

(R.KIRAN NATH) 26/2/13  
REGISTRAR (VIGILANCE)

Dated, the 25<sup>th</sup> February, 2013

Endst. No. \_\_\_\_\_/DHC/Gaz/G-10/Instructions/2013

Copy forwarded for information & necessary action to :

1. The Registrar-cum-Secretary to Hon'ble the Chief Justice, Delhi High Court.
2. The Deputy Registrar-cum-PA to the Registrar General, Delhi High Court.
3. All Registrars/OSDs, Delhi High Court.

(Dinesh Kumar Manchanda)  
Assistant Registrar (Gazette)

26/2/13

ESTT  
26/2/13

819

231

## **USE OF OFFICIAL VEHICLE**

232

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

Circular

The Ld. District & Sessions Judge, Delhi has been pleased to order that "if more than one Officer/Official is deputed for performing any extra territorial journey to same place, they shall share the same vehicle.

No T.A. Claim shall be entertained by this Office in violation of the aforesaid directions, in future.

*V*  
*15/11/07*

(VINAY KUMAR GUPTA)  
Addl. District & Sessions Judge : Delhi  
Drawing & Disbursing Officer  
Delhi

No. 4368-4788 /T.A./Accts/2007  
Copy Forwarded To:-

Dt. 17/11/07

1. Reader to Ld. District & Sessions Judge, Delhi
2. The Judge Incharge: Patiala House Court, Karkardooma Court, Rohini Courts, Delhi.
3. The Chief Metropolitan Magistrate, Delhi
4. The Administrative Civil Judge, Delhi.
5. The Judge, Small Causes Courts.
6. All the Special Metropolitan Magistrate, Delhi, New Delhi, Karkardooma Court, Rohini Court with the request that these instructions must be brought on the notice of the staff posted in the court.
7. Website Committee, Annexure-I, Patiala House Courts.
8. All Administrative Officers, Superintendents, Branch Incharge at Tis Hazari Court, Patiala House court, Karkardooma Court, Rohini Court.
9. The Superintendent, computer Branch.
10. Notice Board at Tis Hazari Court, Patiala House Court, Karkardooma Court, Rohini court.
11. All the Judicial officers, Tis Hazari Courts, Karkardooma Court, Patiala House Courts, Rohini Court with the request that these instructions must be brought to the notice of the staff posted in the court.

*V*  
*15/11/07*

(VINAY KUMAR GUPTA)  
Addl. District & Sessions Judge : Delhi  
Drawing & Disbursing Officer  
Delhi

Seen File

Incharge Admn III  
Date 19/11/07

54  
11/11/07

# DATA ENTRY

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI****ORDER**

The Job of Data Entry is routine in nature now and is required to be carried out simultaneously on day to day basis and is the responsibility of the Ahimads / Assistant Ahimads provided in each court. No request for sending additional staff for data entry should be made.

All the Presiding Officers are impressed upon to ensure that the job of data entries does not lag behind and is completed on day to day basis. Any lapse on the part of delinquent Ahimad / Asst Ahimad shall be viewed seriously and disciplinary action shall be taken. This office has imparted computer training to all the Ahimads and Assistant Ahimads. No plea of any official that he does not know computer should be entertained.

21.07.05

(SHIV NARAYAN DHINGRA)  
District & Sessions Judge : Delhi

No./Admn/SO/2005/ 66872-67242Date, Delhi the 22/7/05**Copy forwarded for information to :**

1. The Judge Incharge, Patiala House Courts / KKD Courts, Delhi.
2. All the Judicial Officers, THC / PHC / KKD Courts.
3. The Administrative Civil Judge, Delhi.
4. The Chief Metropolitan Magistrate, Delhi.
5. All the Special Metropolitan Magistrates, Delhi.
6. Incharge Admn II / Admn III, Tis Hazari Courts, Delhi.
6. Web Site Committee, R. No. 51, KKD Courts, Delhi.
7. The P.S. to District & Sessions Judge, Delhi.

DISTRICT & SESSIONS JUDGE :  
Delhi

5/20/05

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OFFICE OF THE DISTRICT JUDGE, DELHI.

CIRCULAR

Phases-II & III of Data Entries are not complete. In order to provide incentive to the staff of the Judicial Officers ( as per list enclosed), it is decided that the Steno/ Ahlmad/Asstt. Ahlmad, who will do Data Entries between 5 PM to 8 PM in respect of II& IIIrd phases of the files, he ( they) shall be paid Rs.1/- as honorarium for up-dation of II & III phases in one single file.

( Shiv Narayan Dhingra )  
District & Sessions Judge, Delhi

105089-105129  
No.....DJ/2005

21-11-05  
Dated: November, 2005

ADMN DJ  
205

Copy forwarded for information & necessary action to:

- 1. All Judicial Officers at Tis Hazari/Patiala House/Karkardooma. ( As per List- )
- 2. The Chairman, Website Committee, Karkardooma
- 3. Server room, Tis Hazari
- 4. A.O.Computers.
- 5. Superintendent, Judicial, Tis Hazari
- 6. Superintendent, Admn.-I,II, III & IV Tis Hazari
- 7. P.S to District Judge, Delhi.

( Shiv Narayan Dhingra )  
District & Sessions Judge, Delhi

8/11/05  
ADMN DJ  
8/11/05

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qry\_cnt

11/21/2005

Jd	room	Ind	J_Name	J_type	TEXT
26	241		Ms. Kaveri Baweja	MM	I
55	260		Ms. Sukhvinder Kaur	MM	I
21	38		Ms. Reena Singh Nag	CMM	I
22	37		Ms. Madhu Jain	ACMM	I
36	36		Sh. Ajay Kumar Kuhar	MM	I
56	35		Ms. Sarita Birbal	MM	I
46	247		Sh. S.k. Aggarwal	MM	I
28	330		Ms. Preeti Aggarwal Gupta	MM	I
50	280		Sh. Satinder Kumar Gautam	MM	I
37	28		Ms. Raj Rani Mittra	MM	I
41	341		Sh. Manoj kr. Nagpal	MM	I
58	343		Sh. Anand Swaroop Aggarwal	MM	I
52	234		Sh. Bhupesh Kumar	MM	I
44	232		Sh. Ajay Goel	MM	I
54	181		Ms. Savita Rao	MM	I
249	212		Sh. Manoj Kumar	CJ	I
45	30		Sh. Paramjeet Singh	MM	I
248	408		Sh. Vidya Prakash	CJ	I
24	182		Sh. Sandeep Yadav	MM	I
57	367		Ms. Nirja Bhatia	MM	I
31	180		Sh. Rajesh kr. Singh	MM	I
23	42		Sh. Manoj Jain	ACMM	I,II
29	245		Sh. Vinod Yadav	MM	I,II
42	405		Sh. Anill Kumar Sisodia	MM	I,II
35	409		Sh. Mukesh Kumar	MM	I,II
30	279		Sh. Pawan Kr. Jain	MM	I,II
49	353		Sh. Kanwaljeet Arora	MM	I,II
59	361		Ms. Anu Grover Baliga	MM	I,II
48	286		Sh. Alok Aggarwal	MM	I,II
34	283		Sh. Gurdeep Singh Saini	MM	I,II

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OFFICE OF THE DISTRICT & SESSIONS JUDGE, DELHI

CIRCULAR

In continuation to the Circular No.105089 - 105129/DJ/2005 dated 21/11/2005 for completion of Phase II & III of Data Entries in the courts as per list attached. The Steno/Ahlmad /Asstt. Ahlmad who are doing Data Entry in their respective court are directed to complete the Data Entry by 10/12/2005 and submit their report in all respect by 12/12/2005.

(Shiv Narayan Dhingra)  
District & Sessions Judge, Delhi

No. 109413-9458  
No.....DJ/2005

December  
Dated 6 December, 2005

Copy forwarded for information & necessary action to:

1. All Judicial Officers at  
Tis Hazari/ Patiala House/ Karkardooma.(as per list )
2. The Chairman, Website Committee, Karkardooma
3. Server room, Tis Hazari
4. A.O. Computers.
5. Superintendent, Judicial, Tis Hazari
6. Superintendent, Admn. - I, II, III & IV Tis Hazari
7. P.S. to District Judge, Delhi.

(Shiv Narayan Dhingra)  
District & Sessions Judge, Delhi

Secy P/G  
12/12/05  
Discharge (Admin-ary)  
Jalnos

J_id	room_no	J_Name	J_type	TEXT
26	241	Ms. Kaveri Baweja	MM	I
55	260	Ms. Sukhvinder Kaur	MM	I
21	38	Ms. Reena Singh Nag	CMM	I
22	37	Ms. Madhu Jain	ACMM	I
36	36	Sh. Ajay Kumar Kuhar	MM	I
56	35	Ms. Sarita Birbal	MM	I
46	247	Sh. S.k. Aggarwal	MM	I
28	330	Ms. Preeti Aggarwal Gupta	MM	I
50	280	Sh. Satinder Kumar Gautam	MM	I
37	28	Ms. Raj Rani Mittra	MM	I
41	341	Sh. Manoj kr. Nagpal	MM	I
58	343	Sh. Anand Swaroop Aggarwal	MM	I
52	234	Sh. Bhupesh Kumar	MM	I
44	232	Sh. Ajay Goel	MM	I
54	181	Ms. Savita Rao	MM	I
249	212	Sh. Manoj Kumar	CJ	I
45	30	Sh. Paramjeet Singh	MM	I
248	408	Sh. Vidya Prakash	CJ	I
24	182	Sh. Sandeep Yadav	MM	I
57	367	Ms. Nirja Bhatia	MM	I
31	180	Sh. Rajesh kr. Singh	MM	I
23	42	Sh. Manoj Jain	ACMM	I,II
29	245	Sh. Vinod Yadav	MM	I,II
42	405	Sh. Anil Kumar Sisodia	MM	I,II
35	409	Sh. Mukesh Kurnar	MM	I,II
30	279	Sh. Pawan Kr. Jain	MM	I,II
49	353	Sh. Kanwaljeet Arora	MM	I,II
59	361	Ms. Anu Grover Baliga	MM	I,II
48	286	Sh. Alok Aggarwal	MM	I,II
34	283	Sh. Gurdeep Singh Saini	MM	I,II

Data Entry Pendency(phasewise) as on 21/12/2005

Sl. No.	Judge Name	Desig.	I	II	III	Remark
260	Ms. Sukhvinder Kaur	MM	0	0	0	
36	Sh. Ajay Kumar Kuhar	MM	0	0	0	
35	Ms. Sarita Birbal	MM	0	0	0	
408	Sh. Vidya Prakash	CJ	0	0	0	
42	Sh. Manoj Jain	ACMM	0	0	0	
283	Sh. Gurdeep Singh Saini	MM	0	0	0	
38	Ms. Reena Singh Nag	CMM	0	0	0	
37	Ms. Madhu Jain	ACMM	0	415	415	✓
353	Sh. Kanwaljeet Arora	MM	0	0	700	✓
286	Sh. Alok Aggarwal	MM	0	0	637	✓
361	Ms. Anu Grover Baliga	MM	0	0	450	✓
343	Sh. Anand Swaroop Aggarwal	MM	0	1471	1471	Demand Extra Staff ✓
30	Sh. Paramjeet Singh	MM	0	0	2962	✓
330	Ms. Preeti Aggarwal Gupta	MM	0	0	2850	✓
182	Sh. Sandeep Yadav	MM	0	0	1000	✓
241	Ms. Kaveri Baweja	MM	0	0	43	X
247	Sh. S.k. Aggarwal	MM	0	250	1950	✓
280	Sh. Satinder Kumar Gautam	MM		0	1228	✓
28	Ms. Raj Rani Mittra	MM		4141	4141	✓
341	Sh. Manoj kr. Nagpal	MM				✓
234	Sh. Bhupesh Kumar	MM			600	✓
232	Sh. Ajay Goel	MM				✓
181	Ms. Savita Rao	MM	0	0	0	
212	Sh. Manoj Kumar	CJ				only 900 entered ✓
367	Ms. Nirja Bhatia	MM	0	0	0	
180	Sh. Rajesh kr.Singh	MM	0	0	0	
245	Sh. Vinod Yadav	MM				✓
405	Sh. Anill Kumar Sisodia	MM	0	0	3600	✓
409	Sh. Mukesh Kumar	MM				✓
279	Sh. Pawan Kr. Jain	MM	0	0	0	

Diary No. 17170  
23 AUG 2006  
Sessions Judge  
Karkardooma Courts  
240  
Comp  
PRD

OFFICE OF THE NODAL OFFICER: KARKARDOOMA COURTS, DELHI.

Ref: 188 /COMP.SEC./KKD/2006  
23/08/06  
दिल्ली

DATED: 23/8/06

CIRCULAR

It has come to the notice of the undersigned that the Ahlmads/Asstt. Ahlmads of some courts (list attached) are not updating their records in IV phase of database entries. The details of their non-updation are given herewith.

The above staff is hereby directed to complete their cases with IV phase in database and update the same on regular basis. In case of huge pendency, they may take assistance from the Computer Branch, Karkardooma Courts, Delhi.

sd  
(SANJIV JAIN)  
NODAL OFFICER/ACMM  
KKD COURTS, DELHI.

Copy to:

- ✓ Ld. Distt. & Sessions Judge, Delhi.
- Ld. Judge Incharge, Karkardooma Courts, Delhi.
- Sh. Chandershekar, Chairman, Computer Committee, Tis Hazari Courts.
- Sh. Talwant Singh, Incharge, Web Site Committee, KKD, Delhi.
- All the staff concerned, Karkardooma Courts, Delhi.

Sydney  
22/8/06  
NODAL OFFICER/ACMM  
KKD, DELHI

Seen File  
Incharge Admn III  
Date.....

182  
24/8

## Non Updation Cases as on 18.08.2006

S.NO.	C. NO.	NAME OF OFFICER	DESG.	Non Updation Cases
1	1	Ms. VEENA BIRBAL	J/I	18
2	2	SH. DINESH DAYAL	ASJ	23
3	3	SH. SANJEEV JAIN	ACMM	67
4	4	SH. SANJAY GARG	ADJ	100
5	5	SH. O.P. SAINI	ADJ	232
6	7	DR. R.K. YADAV	ASJ	37
7	8	MS. REENA SINGH NAAG	ASJ	101
8	9	SH. RAJ KUMAR TRIPATHI	MM	974
9	10	SH. RAKESH TEWARI	ASJ	-
10	12	SH. SANJAY SHARMA	ASJ	8
11	14	SH. A.S. JAYACHANDRA	ADJ	18
12	15	SH. AJAY GUPTA	MM	701
13	16	SH. RAVINDER SINGH	MM	719
14	17	SH. AMIT KUMAR	MM	463
15	18	SH. SAMIR BAJPAI	MM	1111
16	19	SH. RAJENDER KUMAR	MM	1
17	20	SH. S. S. MALHOTRA	ARC	15
18	22	SH. CHANDRA GUPTA	ASJ	-
19	23	MS. ARCHANA SINHA	MM	536
20	24	MS. POONAM CHOUDHARY	MM	272
21	26	SH. DEEPAK JAGOTRA	ADJ	91
22	27	DR. SHAHABUDDIN	MM	790
23	29	SH. S.C. MALIK	ASJ	15
24	30	SH. G. N. PANDEY	MM	108
25	34	MS. ANURADHA SHUKLA	MM	97
26	36	SH SANJEEV KR MALHOTRA	MM	73
27	38	SH. RAJ KAPOOR	MM	48
28	45	MS. DEEPA SHARMA	ADJ	-
29	48	SH. SANJAY KUMAR	ADJ	54
30	50	SH. I.S. MEHTA	ADJ	37
31	51	SH. TALWANT SINGH	ASJ	16
32	52	SH. GURDEEP KUMAR	ADJ	20
33	53	SH. S.S. HANDA	ADJ	-
34	55	SH. S.K. SARVARIA	ADJ	53
35	56	SH. R.K. JAIN	ADJ	37
36	57	MS. REKHA RANI	ADJ	103
37	59	SH. HARISH DUDANI	ADJ	2
38	60	SH. CHANDRA BOSE	ADJ	22
39	62	SH. ALOK AGGARWAL	ADJ	18
40	63	SH. RAKESH KUMAR	ADJ	138
41	65	SH. N.K. KAUSHIK	ADJ	4
42	66	SH. MUKESH KUMAR	CJ	47
43	67	SH. MOHINDER BIRATH	CJ	355
44	68	SH. LAXMI KANT GAUR	ADJ	30
45	47	MS. NISHA SAXENA	ADJ	32
46	70	SH. SUDESH KUMAR	ADJ	19
47	72	SH. SUDESH KUMAR	CJ	273
48	73	SH. ATUL KUMAR GARG	ADJ	10
49	74	SH. S.K. SHARMA	ADJ	21
50	BSES	SH. SANJAY SHARMA	MM	34

File

B

K. S. JAIN

**PRIOR PERMISSION AND  
INFORMATION**

243

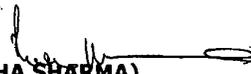
**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**C I R C U L A R**

It has been brought to my notice that some employees of this office are pursuing further study without seeking prior permission of the Head of the Department.

In order to discourage such practice, it is impressed upon all the officials working on this establishment to take prior permission before joining educational institutions or courses of studies for University degree.

Non-compliance of these directions will attract strict disciplinary action against the erring officials.

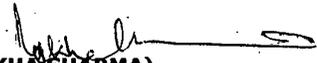
  
**(REKHA SHARMA)**  
District & Sessions Judge : Delhi

No. 10723 - 11103  
/ADMN/2005

Dated, Delhi the 9/2/05

**Copy forwarded for information and necessary action to :-**

1. Judge Incharge, KKD Courts / Patiala House Courts
2. All the Judicial Officers, Tis Hazari Courts / KKD Courts / Patiala House Courts
3. The Administrative Civil Judge, Delhi
4. All the Special Metropolitan Magistrates.
5. All the Administrative Officers and Superintendents  
Tis Hazari Courts / KKD Courts / Patiala House Courts
6. All the Branches, Tis Hazari Courts / KKD Courts / Patiala House Courts
7. Notice Board, Tis Hazari / KKD / Patiala House Courts.
8. Web-Site Committee, Court No. 160, Tis Hazari Courts, Delhi.
9. The Reader to District & Sessions Judge, Delhi

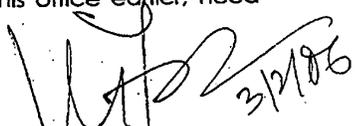
  
**(REKHA SHARMA)**  
District & Sessions Judge : Delhi

244

OFFICE OF THE ADMINISTRATIVE CIVIL JUDGE : AT TIS HAZARI : D E L H I

ORDER

This is in continuation to the office order no.423-713 DJ/2006 dated 4<sup>th</sup> January 2006 of Ld. District & Sessions Judge, Delhi that the posting of Peons/Orderlies, who have continued to work with their respective officers, at the new place of posting of their officers, hereby stand confirmed. But this will be subject to their sending intimation to this office. The peons/orderlies who have not intimated to this office in writing, so far, can send such intimation immediately on receipt to this order. The peons/orderlies, who have already intimated to this office earlier, need not send any intimation in this regard.

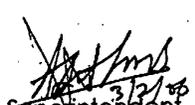
  
( VINOD YADAV )  
Administrative Civil Judge  
Delhi

1117-1517  
No. \_\_\_\_\_/P&T/ACJ/Delhi/2006

dated the February 3, 2006

Copy-forwarded for favour of information and necessary action to:

1. The District & Sessions Judge, Delhi
2. All the Officers concerned
3. Superintendent (ACJs' office)
4. The Dealing Asstt. (personal File)
5. The Officials concerned
6. The Guard File

  
Superintendent  
Admn. Civil Judges' Office  
Delhi

(245)

(144)

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.**

**ORDER**

Attention of all the staff members is invited towards the following provisions of Swamy's CCS (CCA) Rules, 1965 :-

- i) Rule 19 at Point-1, below Government of India's Decision:-  
*"A government servant should communicate the fact of his conviction in a criminal court to his Administrative Authorities/superiors, as soon as possible".*
- ii) Chapter-Suspension-General Orders, at Point-3:-  
*"The Government Servant should intimate the fact of his arrest and the circumstances connected therewith, to his superior, promptly, even though he might have been subsequently released on bail".*

Henceforth, all the officials are hereby directed to adhere to the above provisions of CCS (CCA) Rules, 1965 and shall promptly communicate to their Administrative Authorities/superiors, about the fact of information of arrest/detention or conviction order passed by the Court of Law, if so, in any criminal case.

Non-compliance of above directions shall be viewed severely.

*Smruti 26/7/12*  
**(SUNITA GUPTA)**  
District & Sessions Judge,  
Delhi.

No. 35233-905 /Admn.II/Misc./ 2012 Dated, Delhi the 26/07/2012.

**Copy forwarded for information and necessary action to :-**

1. The District Judge & Addl. Sessions Judges, I/C, North, West/New Delhi/East/North-East/North-West/South West/South-South East, Delhi/New Delhi.
2. All the Judicial Officers, Delhi/New Delhi with the request to convey the above instructions to the staff working under their control.
3. All the Superintendents/Branch Incharge, Delhi/New Delhi to convey the above instructions to the staff working under their control.
4. The Personal Office of District & Sessions Judge, THC, Delhi.
5. PRO/APRO, Delhi/New Delhi.
6. Web-site Committee, Tis Hazari Courts, Delhi.
7. The Dealing, Server Room No.207, Tis Hazari Courts, Delhi

*Smruti*  
District & Sessions Judge,  
Delhi.

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8

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEADQUARTER): DELHI**  
**CIRCULAR**

It is noticed that the staff members are frequently sending applications for seeking permission to visit abroad just few days prior to their proposed departure. On account of this practice, this office is facing problem to process the said applications within time. Therefore, it is impressed upon all the staff members to send such applications sufficiently in advance to their expected departure.

Henceforth, leaving the country without prior permission shall be considered seriously and would entail suitable disciplinary action.

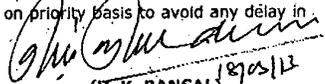
It is also clarified that all such applications must be routed through the Office of the concerned District & Sessions Judge, where the official is posted. Further, the officials should also ensure that their applications must be accompanied with all the requisite information/documents so that the matter may be considered without any delay. The requisite information/documents which are mandatory are as under:

1. An affidavit cum undertaking mentioning clearly therein :
  - a) The period of stay abroad, purpose of visit, Name of the Foreign Countries to be visited, address of stay in abroad, Estimated Expenditure (Travel, board/lodging, visa, misc. etc.), Source of Funds.
  - b) To mention the amount to be incurred on the visit and who will bear the expenses duly supported with proper self attested documentation showing source of funding.
  - c) Undertake that he/she will return from abroad on due date, will not request for extension of leave and shall join the duties immediately on return.
  - d) Undertake that he/she will not engage in activities prejudicial to the sovereignty and integrity of India and that his/her departure from India will not be detrimental to the security of India.
2. Enclose the attested photocopy of Passport.
3. Enclose the documents declaring the Itinerary of the visit.
4. Photocopy of the application/proforma of kind of leave applied for the visit (if any).
5. To submit the copies of to and fro tickets alongwith the application, if booked or shall undertake to submit the same in the office 10 days prior to the day of proposed visit.
6. The official shall also undertake that he/she will strictly comply with the directions issued to him/her, if permission granted to visit abroad.

The officials are also directed to clearly mention their Father's Name/Husband's Name, Place of Posting, Employee Code, email-id (if any) and Personal Contact number in the application.

The Administration Branches of all the District Court Complexes are directed that they shall ensure the compliance of necessary formalities before forwarding such applications to Head office.

Further, it is impressed upon the Vigilance Branches of all the District Court Complexes to provide the requisite vigilance status reports in such matters on priority basis to avoid any delay in the matter.

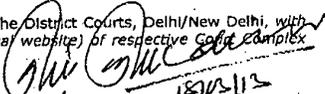
  
(V. K. BANSAL)  
Additional District & Sessions Judge /  
Officer Incharge (Admn.II) Delhi

No./Admn.II/Clr./2013 11193-892

Dated, Delhi the 19/3/13

**Copy forwarded for information & necessary action to :-**

1. The District & Sessions Judges of all District Courts, Delhi/New Delhi.
2. The Judicial Officers of all District Courts, Delhi/New Delhi with the request to intimate the staff working under their control.
3. The Administrative Officers / Superintendents / Branch Incharges at all District Courts, Delhi/New Delhi, with the direction to intimate the staff working under their control.
4. Administration / Vigilance Branches and Leave Section of all District Courts, Delhi/New Delhi.
5. Notice Boards of all District Courts, Delhi/New Delhi.
6. Dealing Officials, Personal Files, Admn.I, Admn.II & Admn.III, Tis Hazari Courts, Delhi.
7. Hindi Section, Tis Hazari Courts, Delhi.
8. Website Committee, Tis Hazari Courts, Delhi.
9. Superintendent/Branch Incharge, Computer Branch of all the District Courts, Delhi/New Delhi, with the direction to upload the circular on the Intranet (Internal website) of respective Court complex under heading 'Circulars'.

  
Additional District & Sessions Judge /  
Officer Incharge (Admn.II) Delhi

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**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEAD QUARTER): DELHI**  
**CIRCULAR**

It is noticed that the staff members are sending mere application seeking 'No Objection Certificate' (NOC) for obtaining Indian Passport without furnishing the required particulars/documents. Therefore, it is impressed upon all the staff members that they must comply with the following directions as per Office procedure and requirement of the Passport Authority for early disposal of such matters.

Henceforth, the applicant will have to submit the following requisite documents/items along with their application:

1. An Affidavit (on Non Judicial Stamp Paper of Rs.10/-) as per proforma of Annexure-I given in the Passport Application Form and will also undertake therein that he/she will not visit any foreign country without prior approval from the Office.
2. Two passport size photographs (with white back ground) as required for issuance of two Identity Certificates, prescribed by the Passport Authority.
3. A self attested photocopy of Office Identity Card.

The application must be routed through the Administration Branch of the respective District Court Complex, where the official concerned is posted. The officials are also directed to clearly mention their Father's Name/Husband's Name, Place of Posting, Employee Code and Personal Contact number in the application.

The Administration Branches of all the District Court Complexes are directed that they will ensure the compliance of necessary formalities before forwarding such applications to Head Office alongwith the Vigilance Clearance Report of the concerned official.

Further, it is also impressed upon the Vigilance Branches of all the District Court Complexes that they will inform the Vigilance Branch, Central District (Headquarter), Tis Hazari Courts, Delhi about the vigilance/departmental action initiated/contemplated or under process at their end against any of the official posted at their respective Districts.

(Note: The reference format of Affidavit and check list of documents will also be available at DCIS Software Homepage of respective Court Complexes under heading 'Application Format & Check List').

*Sunita Gupta*  
(SUNITA GUPTA)

District & Sessions Judge (HQ): Delhi

No./Admn.II/Cir./2013 12153 - 893

Dated, Delhi the 23/3/13

**Copy forwarded for information & necessary action to :-**

1. The District & Sessions Judge, North, North-West, West, New Delhi, East, North-East, Sahadara, South, South-East and South-West Districts, Delhi/New Delhi.
2. The Judicial Officers of all District Courts, Delhi with the request to intimate the staff working under their control.
3. The Administrative Officers / Superintendents / Branch Incharges at all District Courts, Delhi, with the direction to intimate the staff working under their control.
4. Administration and Vigilance Branches of all District Courts, Delhi.
5. Notice Boards of all District Courts, Delhi.
6. Dealing Officials, Personal Files, Admn.I, Admn.II & Admn.III, Tis Hazari Courts, Delhi.
7. Hindi Section, Tis Hazari Courts, Delhi.
8. Website Committee, Tis Hazari Courts, Delhi.
9. Superintendent/Branch Incharge, Computer Branch of all the District Courts, Delhi/New Delhi, with the direction to upload the circular, format of affidavit and check list on the intranet (internal website) of respective Court Complex under heading 'Application Format & Check List'.

*Sunita Gupta*  
District & Sessions Judge (HQ): Delhi

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

No. 24568-24738 /Admn.I, II & III/Misc./2015 Dated, Delhi the 24/8/15

I have been directed to forward the proforma placed overleaf to :-

1. All the Judicial Officers of Central District with the request to direct the officials working under their control to send the requisite information in the above proforma to this office within five (5) days.
2. All the Sr. A.O(J)/A.O(J)/Branch Incharge/(Central)/AAO, THC, Delhi to furnish the requisite information and direct all the officials working under their control to send the requisite information in the above proforma to this office within five (5) days.
3. The Personal Office of Ld. District & Sessions Judge (HQ), THC, Delhi.
4. The PRO/APRO, Tis Hazari Courts, Delhi.
5. The Web-site Committee, Tis Hazari Courts, Delhi for uploading the same on the Website of Delhi District Courts.

*Kaveri Baweja* 24/8/15

(KAVERI BAWEJA)

AD&SJ/Officer Incharge,  
Administration Branch-I & III (Central),  
Tis Hazari Courts, Delhi.

PROFORMA FOR SPOUSE INFORMATION

- 1. Name and Designation \_\_\_\_\_
- 2. Basic Pay \_\_\_\_\_
- 3. H.R.A. \_\_\_\_\_
- 4. Medical facility \_\_\_\_\_
- 5. Accommodation (Whether Govt./Own/  
Rented) \_\_\_\_\_
- 6. If own, whether rented out & rent P.M. \_\_\_\_\_
- 7. Name of the spouse \_\_\_\_\_
- 8. Whether spouse is in Govt./Semi Govt./  
Pvt.Ltd/Ltd./PSU Undertaking/ in business  
or House wife \_\_\_\_\_
- 9. If in service, employer's name  
& address \_\_\_\_\_
- 10. Basic Pay of spouse \_\_\_\_\_
- 11. H.R.A. being drawing by the spouse \_\_\_\_\_
- 12. Medical facility of the spouse \_\_\_\_\_
- 13. Residential Address \_\_\_\_\_

Signatures of Govt. Servant

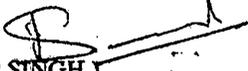
Counter Signatures (By Head of Officer

**OFFICE TIMING, ATTENDANCE,  
PUNCTUALITY, DISCIPLINE &  
DECORUM**

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

It has been brought to my notice that some court officials had engaged unauthorized private persons to handle court work. In order to curb such practice, it is impressed upon all the Judicial Officers to make periodical checks in their court and ensure that there is no private person unauthorizedly engaged by the court staff to handle the court work and to take stern action against the unauthorized persons, as well as, court officials found working in league with such unauthorized persons, under intimation to the undersigned.

  
(J.P. SINGH)

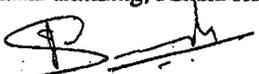
DISTRICT & SESSIONS JUDGE  
DELHI

24707  
No. ~~19429-829~~ /Admn./04

Dated, Delhi the 26.3.04 **MOST URGENT**  
**OUT AT ONCE,**

Copy forwarded for information and necessary action to:-

1. The Ld. Registrar (Vigilance) High Court of Delhi, with reference to letter No.368/Vig./compt./G.V/2004 dated 24.3.2004.
2. The Judge-in-charge, Patiala House Courts, New Delhi.
3. The Judge-in-charge, Karkardooma Courts, Delhi.
4. All the Judicial Officers Delhi/New Delhi/Karkardooma Courts.
5. The Chief Metropolitan Magistrate, Delhi.
6. The Senior Civil Judge, Delhi.
7. The Administrative Civil Judge, Delhi.
8. The Judge Small Causes Courts.
9. All the Spl. M.M.s Delhi, New Delhi.
10. All the Administrative Officers Delhi/New Delhi /Karkardooma Courts.
11. All the Superintendents Delhi/New Delhi/Karkardooma Courts
12. All the Branch -in-charge Delhi/New Delhi/Karkardooma Courts
13. Website committee Court No.1, Annexa Building, Patiala House Courts, New Delhi

  
DISTRICT & SESSIONS JUDGE  
DELHI

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI.

CIRCULAR

It has been brought to the notice of the undersigned that some of the staff members are still not adhering to the court timings, i.e., from 10:00 am to 1:30 pm and 2:00 pm to 5:00pm.

All the staff members posted in the courts and/or branches are once again directed to make it convenient to attend their duties well in time and be on their respective seats by 10:00 am sharp without fail and shall not leave the court/branch before 5:00 pm.

All the Officers, Administrative Officers, Superintendents and Branch Incharges are once again impressed upon to ensure that the court timings are strictly observed by the member of their staff and the attendance register of the court/branch concerned is placed before them regularly at 10:10 am and separate attendance sheet be sent to the Leave Department by 10:15 am positively. Any laxity in attending the duties will be viewed seriously and disciplinary action shall be taken against the erring officers/officials.



**J.P. SINGH**  
DISTRICT & SESSIONS JUDGE  
DELHI.

No. 30448-798 Admn./04

Delhi, Dated the 15/5/04

Copy forwarded for information and necessary action to:-

1. The Judge Incharge, Patiala House Courts, New Delhi.
2. The Judge Incharge, Karkardooma Courts, Shahdara, Delhi.
3. The officers Incharge, Pool Cars, Copying Agencies, Record Room, Accounts, General, Library, Purchase Cell, Administration, Judicial and Care Taking Branch.
4. The Controlling Officers Pool Car, Tis Hazari, Patiala House and Karkardooma Courts, Delhi.
5. All the Judicial Officers, Tis Hazari, Patiala House and Karkardooma Courts.
6. The Chief Metropolitan Magistrate, Delhi.
7. The Judge, Small Cause Courts, Delhi.
8. The Administrative Civil Judge, Delhi.
9. All the Superintendents, Tis Hazari, Patiala House and Karkardooma Courts.
10. All the Branch Incharges, Tis Hazari, Patiala House and Karkardooma Courts.
11. The Incharge, Care Taking Branch, Delhi.
12. The Notice Board, Tis Hazari, Patiala House and Karkardooma Courts.
13. Web Site Committee, Court No. 1, Annex Building, Patiala House, New Delhi.



**SUPERINTENDENT (ADMN.)**  
DISTRICT & SESSIONS JUDGE'S OFFICE:  
DELHI.

OFFICE OF THE DISTRICT AND SESSIONS JUDGE :  
DELHI.

**C I R C U L A R**

The cleaning staff shall regularly mark attendance at 7.00 am, 11.00 am and 3.00 pm. Their attendance sheets be regularly sent to the Office of District and Sessions Judge, Delhi and Administrative Civil Judge.

(SHIV NARAYAN DHINGRA)  
DISTRICT AND SESSIONS JUDGE  
DELHI.

No. 15364-379/F.1(3)/2005 Dated Delhi the 28/2/05

Copy forwarded for information and necessary action to:-

1. Judge in charge, KKD Courts / Patiala House Courts.
2. The Administrative Civil Judge, Delhi.
3. The Superintendent, Care Taking Branch, Tis Hazari Courts, KKD Courts, Patiala House Courts.
4. Notice Board, Tis Hazari/KKD/Patiala House Courts.
5. Web-Site Committee, Room No. 51, KKD Courts, Shahdara, Delhi.

(D.P. MAHENDRU)  
SUPERINTENDENT(ADMN.)  
OFFICE OF THE DISTRICT  
AND SESSIONS JUDGE,  
DELHI.

C I R C U L A R

In order to stream-line the functioning of all Process Server Agency In Tis Hazari Courts, Patiala House Courts and Karkardooma Courts, the following directions are hereby issued:-

1. Each Process Server shall regularly fill in the form showing the number of served and unserved summons/notices marked to him and shall give reasons for unserved summons
2. The attendance of process servers shall be marked through the forms.
3. The Process Servers not filling the forms on any day shall be considered absent on that very day.
4. Every Process Server shall write his name and report, legibly.

(SHIV NARAYAN DHINGRA)  
DISTRICT AND SESSIONS JUDGE  
DELHI.

No. 15348-363 /F.1(3)/2005 Dated Delhi the 28/2/05

Copy forwarded for information and necessary action to:-

1. The Judge in charge, KKD Courts / Patiala House Courts.
2. The Judge, Small Cause Courts.
3. The Administrative Civil Judge, Delhi.
4. The Superintendent, Process Server Agency.
5. The Notice Board, Tis Hazari/KKD/Patiala House Courts.
6. Web-Site Committee, Room No. 51, KKD Courts, Shahdara, Delhi.
7. The Reader to District and Sessions Judge, Delhi.

(D.P. MAHENDRU)  
SUPERINTENDENT (ADMN.)  
OFFICE OF THE DISTRICT  
AND SESSIONS JUDGE  
DELHI.

255

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

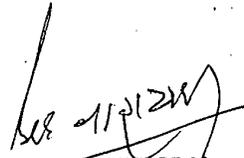
All the Readers posted at Tis Hazari, Patiala House and Karkardooma Courts are directed to ensure that attendance sheets of all the staff members working in the court should reach the Office of District & Sessions Judge / Judge Incharge at 10.10 A.M.

It be brought to the notice of all concerned that any official who has not signed the Attendance sheet in his own handwriting, shall be considered as absent. If any official comes late after 10.10 A.M., he shall apply for half day leave for that day and work in the court.

All leave applications should reach Office in advance. However, in case any official is not able to send his/her leave application in advance due to some exigency, he shall submit his / her leave application immediately on joining. No excuse shall be heard that official forgot to submit leave the application. In any case where the leave application is not submitted to the office, it shall be considered as unauthorized absence and action shall be taken as per rules.

In case Reader is absent, the next senior most official shall be responsible for sending the attendance sheet.

All Officials shall keep displayed their I-Cards.

  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge : Delhi

F.1(3)/2005/ 16594-974

Dated, Delhi the 3/3/05

**Copy forwarded for information and necessary action to :-**

1. Judge Incharge, KKD Courts / Patiala House Courts.
2. All the Judicial Officers, Tis Hazari Courts / KKD Courts / Patiala House Courts.
3. The Administrative Civil Judge, Delhi.
4. All the Special Metropolitan Magistrates.
5. All the Administrative Officers and Superintendents  
Tis Hazari Courts / KKD Courts / Patiala House Courts
6. All the Branches, Tis Hazari Courts / KKD Courts / Patiala House Courts.
7. Notice Board, Tis Hazari / KKD / Patiala House Courts.
8. Web-Site Committee, Court No. 51, Karkardooma Courts, Delhi.
9. The Reader to District & Sessions Judge, Delhi

  
**SUPERINTENDENT (ADMN.)**  
District & Sessions Judge's Office: Delhi

**MOST IMMEDIATE / OUT-AT-ONCE**

256

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**CIRCULAR**

It is notified that with effect from 06.04.2005 the working hours for all the staff of District Court shall be from 9.45 a.m. to 4.45 p.m.

The Attendance sheets of morning of the staff should reach by 9.55 a.m. and attendance sheet of evening should reach the office by 4.55 p.m. positively.

  
**(SHIV NARAYAN DHINGRA)**  
District & Sessions Judge : Delhi

31819 - 32179  
No. \_\_\_\_\_ /Leave/Admn./05

Dated, Delhi the 4/4/05

Copy forwarded for information and necessary action to :-

1. Judge Incharge, KKD Courts / Patiala House Courts, Delhi.
2. The Chief Metropolitan Magistrate, Delhi.
3. The Administrative Civil Judge, Delhi.
4. The Judge Small Cause Courts, Delhi.
5. All the Judicial Officers,  
Tis Hazari / Patiala House Courts / KKD Courts, Delhi.
6. All the Administrative Officers / Superintendents / Branch Incharge  
Tis Hazari / Patiala House Courts / KKD Courts, Delhi.
7. Web-Site Committee, Karkardooma Courts, Delhi.
8. The Reader to District & Sessions Judge, Delhi

  
**SUPERINTENDENT (ADMN.)**  
District & Sessions Judge's Office  
Delhi.

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**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**ORDER**

It has been observed that most of the Courts and Branches have not been forwarding attendance sheets at 9.55 A.M. and 4.55 P.M.

The laxity of non-compliance of Instruction contained in the office circular no 31819-32179/Leave/Admn/05 dated 04.04.05 promotes indiscipline and strict observance of punctuality.

Hereafter if attendance sheet is not received at stipulated time half-day leave of Reader / Branch Incharge shall be deducted from his leave account without further notice.

11.08.05

(SHIV NARAYAN DHINGRA)  
District & Sessions Judge : Delhi

No./Admn/SO/2005/ 75641 - 991

Date, Delhi the 11/8/05

**Copy forwarded for information to :**

1. The Judge Incharge, Patiala House Courts / KKD Courts, Delhi.
2. All the Judicial Officers, THC / PHC / KKD Courts.
3. The Administrative Civil Judge, Delhi.
4. The Chief Metropolitan Magistrate, Delhi.
5. All the Administrative Officers / Superintendents / Branches THC/PHC/KKD.
6. Web Site Committee, R. No. 51, KKD Courts, Delhi.
7. The P.S. to District & Sessions Judge, Delhi.

*S.P. (Admn-I)*  
**SUPERINTENDENT (Admn-I)**  
District & Sessions Judge's Office:  
Delhi

*50/2005-1  
18/8/05*

## OFFICE OF DISTRICT &amp; SESSIONS JUDGE, DELHI.

## ORDER

It is observed that some of the officials after coming to the courts and marking their attendance at their respective place of posting, have left their seats and assembled outside the court room of District & Sessions Judge and indulged in slogan-raising.

All Courts/Aos/Branch Superintendents/Incharges are directed to immediately mark absence of all those officials who are absent from their seats and issue show cause notices to them of disciplinary action for indulging in unionism, which is contrary to CCS(CCA) Rules.

Absentee report of the officials be sent to the undersigned within one hour of receipt of this order.

(Shiv Narayan Dhingra)  
District & Sessions Judge, Delhi.

No. 87398-588

16<sup>th</sup> Sept. 2005

Copy be sent to all

1. Judicial Officers in Tis Hazari
2. All AOs./Supdts./Branch Incharges
3. One copy be posted on the notice board of the court and one copy outside court room of District Judge.

District & Sessions Judge, Delhi.

Seen  
16/9/05

OFFICE OF THE DISTRICT AND SESSIONS JUDGE : DELHI.

CIRCULAR

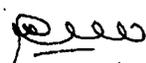
It has come to notice that some unauthorized persons visit at the work place of Ahlmads/Court Staff/Branches without any cause or reason. This put hindrance in smooth functioning of Court work and in safekeeping of Court documents on the seat of Ahlmads as also disturbs the decorum of Court room/Ahlmad's room/Branches.

Staff to comply  
12/11/06

It is impressed upon all the Judicial Officers, Administrative Officers, Superintendents and Branch Incharges at all the four Court Complexes to ensure and direct their staff that they should not allow any person, either court official or outsider, to sit without any reason or cause at their work place, during office working hours.

Non-compliance in this regard, shall be viewed seriously.

A  
7/12/06  
Shelly  
7/12/06  
05.12.2006

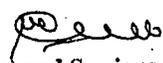
  
(V.B. GUPTA)  
District and Sessions Judge,  
Delhi.

94234-624  
No. \_\_\_\_\_/DJ/SO/2006 Dated Delhi the 07/12/06

  
7/12/06

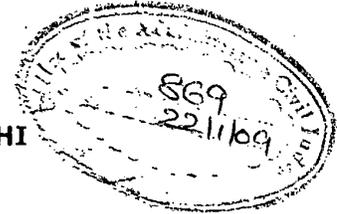
Copy forwarded for information and necessary action to:-

1. The Judge Incharges, Karakdooma, Patiala House and Rohini Courts, Delhi.
2. All the Judicial Officers of DHJS & DJS, Tis Hazari, Karakdooma, Patiala House and Rohini Courts, Delhi.
3. All the Administrative Officers, Superintendents and Branch Incharges, Tis Hazari, Karakdooma, Patiala House and Rohini Courts, Delhi.
4. Web Site Committee, Karkardooma Courts, Delhi.
5. The Reader to the Id. District and Sessions Judge, Delhi.

  
District and Sessions Judge,  
Delhi.

260

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**



**C I R C U L A R**

In Continuation of Circular No. 27256-706 dated 30.04.08, it is impressed upon all the Judicial Officers to direct their Orderlies to mark their attendance on the Daily Attendance Sheet and further report in the Administration Branch for duty while they proceed on leave on the day(s).

**(MAMTA SEHGAL)**  
District & Sessions Judge-1  
Delhi

7879-8329  
No. F.1 (3)/2009

Dated, Delhi the: 19/11/09

**Copy forwarded for information and necessary action to:-**

1. The District Judge II to IX, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts.
2. The Reader, District & Sessions Judge, Delhi.
3. The O/o the District & Sessions Judge, Delhi.
4. All the Judicial Offices, Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts Delhi / New Delhi
5. The Administrative Civil Judge, Delhi
6. The Chief Metropolitan Magistrate, Delhi
7. The ACMM (s), Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts Delhi / New Delhi
8. All the Superintendents / Branch In-charges Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts Delhi / New Delhi
9. The Dealing Assistant, Web Site Committee, Delhi.
10. Hindi Section, Room No. 262, Tis Hazari Courts, Delhi.

**SUPERINTENDENT (ADMN. III)**  
O/o the District & Sessions Judge,  
Delhi

*Be en*  
*BT*  
*Shiv*  
*2 am*

25 (261) 1/3

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**CIRCULAR**

All the judicial officers posted at Tis Hazari Courts, Delhi are requested to sensitize their staff members to see that no one should smoke in the vicinity outside their respective court rooms. In case anyone violates the No Smoking Zone rules, the same be reported to the Nodal Officers of their respective districts.

Ld. District & Sessions Judge and the worthy District Judges (North and West Districts) are concerned with the fact that a lot of people feed monkeys in the Court Complex due to one reason or the other. This teaches monkeys to associate people with food and consequently regularly attracts them towards Court's Complex. The plaguing of monkeys is not only damaging the Court's records but sometimes files and documents are found strewn in the corridors and power cables containing sensitive datas are found snapped. The dustbins are turned upside down and litter is spread all over the complex causing a lot of inconvenience. The novel way of engaging *Langoor* is also becoming ineffective.

Therefore, all the judicial officers are requested to direct their respective staff members to also sensitize the people to avoid feeding monkeys in court complex and also to sensitize the public to throw the waste in dustbins only in order to get rid of the simians in court complex.

(SANJAY KUMAR AGGARWAL)  
Chairman, Environment Committee,  
PO MACT(W) Tis Hazari Courts, Delhi

No. 37013-238 /Cir./EC/Genl./2012

Delhi, Dated 29/08/12

**Copy forwarded for information and necessary action to:**

1. All the Judicial Officers, DJS and DHJS, North, West and Central District, Tis Hazari Courts, Delhi for immediate compliance.
2. The Chairman, Website committee, Tis Hazari Courts, Delhi with the request to upload the circular on the District Court's Website at the earliest.
3. President/Hony. Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi with the request to initiate programs to sensitize Ld. Members of the Bar & their staff and Litigants on the captioned subject.
4. PS to Ld. District & Sessions Judge, Delhi.
5. PS to District Judge & ASJ, I/C North District, Tis Hazari Courts, Delhi.
6. PS to District Judge & ASJ, I/C West District, Tis Hazari Courts, Delhi.
7. All the Superintendents/Branch-in-charges of Central, West and North Districts, Tis Hazari Courts to take steps on similar footings.
8. Caretaker, Tis Hazari Courts, Delhi.
9. Sh. Ajay Gupta, SSA, NIC to upload the circular on the Intranet Site at all the Courts Complex of Delhi District Courts Complex.
10. Guard File.

Chairman, Environment Committee,  
PO MACT(W) Tis Hazari Courts, Delhi

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI****ORDER**

In view of complaints of alleged misbehavior of the staff at the Facilitation Center, with advocates/litigants/public and shutting down of counters before official hours, it is directed that all the staff members posted at Facilitation Centre shall always remain polite, courteous and helpful. Furthermore, the counters shall not be closed before the official hours.

Non compliance of the above directions shall be viewed strictly.

*Asha Menon*

(ASHA MENON)

OFFICER INCHARGE (ADMN.II)/AD&SJ,  
DISTT. & SESSIONS JUDGE OFFICE,  
DELHI

No. 5336-5347 /Admn.II/Misc./ 2012 Dated, Delhi the 04 FEB 2013

**Copy forwarded for information to :-**

1. The Ld. District Judge & Sessions Judge, I/C, North, West/New Delhi/East/ North-East/North-West/South West/South-South East, Delhi/New Delhi.
2. The Personal Office of Ld. District & Sessions Judge, THC, Delhi.
3. The PRO/APRO, Tis Hazari Courts, Delhi with direction to ensure adherence of above instructions.
4. Web-site Committee, Tis Hazari Courts, Delhi.
5. The Dealing Official, Server Room No.207, Tis Hazari Courts, Delhi.

*Asha Menon*

OFFICER INCHARGE (ADMN.II)/AD&SJ,  
DISTT. & SESSIONS JUDGE OFFICE,  
DELHI

# VACATIONS

MOST URGENT

## OFFICE OF THE DISTRICT &amp; SESSIONS JUDGE : DELHI

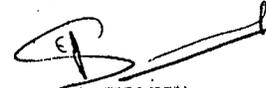
ORDER

The staff attached to the Copying Agencies and Record Rooms, Sessions / Civil / Criminal and in the office of the Judge Incharge, New Delhi / Delhi / Karkardooma Courts/Chief Metropolitan Magistrate, Administrative Civil Judge, Judicial, General, Administration, Section Writer, R & I Branch & Accounts Branch, Library, Pool Car Section, Vigilance / Litigation Branch, Purchase Cell is proposed to avail special leave in the following batches during the Summer Vacations, 2004.

**Ist Batch Special Leave 07.06.2004 to 16.06.2004**

**IInd Batch Special Leave 21.06.2004 to 30.06.2004**

The Officers Incharge of the above mentioned Branches / Offices are hereby requested to send the list of the officials indicating the batch in which they would like to be detained, by 02.06.2004 and also to ensure that the work of the Branches / Office should not suffer.



(J.P. SINGH)  
District & Sessions Judge:  
Delhi

No. 36337-737 F1(3)/2004

Dated, Delhi the 31/5/04

**Copy forwarded for information & necessary action to :-**

1. The Judge Incharge, Karkardooma / Patiala House Courts.
2. The Administrative Civil Judge, Delhi.
3. The Chief Metropolitan Magistrate, Delhi.
4. All the concerned Judicial Officers.
5. The Officer Incharge, Accounts Branch.
6. The Dealing Official Leave.
7. Reader to the District & Sessions Judge, Delhi
8. All the Branches of Tis Hazari Courts / Patiala House Courts / Karkardooma Courts.
9. The Officer Incharges, Copying Agencies & Record Rooms, Civil/Sessions and Criminal of Tis Hazari Courts / Patiala House Courts and Karkardooma Courts.
10. All the Administrative Officers / Superintendents of Tis Hazari Courts / Patiala House Courts / Karkardooma Courts.
11. Web-Site Committee, Court No. I, Annexe Building, Patiala House, New Delhi.



SUPERINTENDENT (ADMN.)  
District & Sessions Judge's Office:  
Delhi

43

14

265

**URGENT**

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

**CIRCULAR**

All the Administrative Officers, Superintendents and Branch Incharges are hereby directed to furnish the names of officials of their respective branches whose services are required during winter vacation 2008 and who are to be detained. The information in this regard be furnished separately for Stenographers, UDCs, LDCs & Peons to the concerned branches i.e. Administration Branch I, II & III, respectively latest by 15.12.2008.

*Mamta Sehgal*  
(MAMTA SEHGAL)

District & Sessions Judge: Delhi

No./Admn-1/2008/ 101659-1799

Dated, Delhi the 11/12/08

Copy forwarded for information to:-

1. The District Judge II to IX, Delhi / New Delhi.
2. The Chief Metropolitan Magistrate, Delhi.
3. The Administrative Civil Judge, Delhi.
4. All the Administrative Officers, Superintendents and Branch Incharges at Tis Hazari, Karkardooma, Patiala House and Rohini Courts.
5. Incharge Admn- II & III, Tis Hazari Courts, Delhi.
6. Web Site Committee, Tis Hazari Courts, Delhi.
7. Dealing Assistant, Room No. 302-A, Tis Hazari Courts, Delhi.
8. Dealing Assistant, Hind. Implementation Committee, Tis Hazari Courts, Delhi.

*S. Goff to note  
Atm  
S. Goff to note  
22/12/08*

*Sandil*

*Mamta Sehgal*  
District & Sessions Judge:  
Delhi

C-48 (266) (14)

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**O R D E R**

2. All the Officer In-Charges of Copying Agency Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts and Saket Courts, Delhi/New Delhi. All the Ahlmas/Nazirs attached to the Court of District Judges/Additional District & Sessions Judges/Additional District Judges/Additional Sessions Judges/Senior Civil Judges/Civil Judges/Rent Controllers/Additional Rent Controllers/Chief Metropolitan Magistrate and Metropolitan Magistrates are directed to clear all pending Copying Agency applications and obtain Clearance Certificate from the concerned Branch-In-Charge, Copying Agency before proceeding on winter vacations. Non-compliance of the order will be viewed seriously and disciplinary action will be taken without any further notice.

*ms/guk 8/12/11*  
**(SUNITA GUPTA)**

**District and Sessions Judge  
Tis Hazari Courts, Delhi**

55539-989

No. ~~55539~~ /CA/Genl./2011

Delhi, Dated 08/12/11

**Copy forwarded for information and necessary action to:**

1. The District Judges & Additional Sessions Judge I/C-North District, West District, New Delhi District, South District, East District, North East District, North West/Outer District, South West District, Delhi/New Delhi.
2. All the Officer In-Charges of Copying Agency Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts and Saket Courts, Delhi/New Delhi.
3. All the Officer In-Charges of Record Room Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts and Saket Courts, Delhi/New Delhi.
4. All the Judicial Officers posted at Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts and Saket Courts, Delhi/New Delhi.
5. The Superintendents, Copying Agencies at Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts and Saket Courts, Delhi/New Delhi.
6. The Branch In-Charges (Civil, Criminal and Sessions) at Tis Hazari Courts, Karkardooma Courts, Patiala House Courts, Rohini Courts, Dwarka Courts and Saket Courts, Delhi/New Delhi.
7. Reader to the undersigned, Tis Hazari Courts, Delhi.

*ms/guk 8/12/11*  
**District and Sessions Judge  
Tis Hazari Courts, Delh**

267

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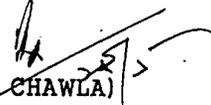
OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs): DELHI

O R D E R

All the Ahlmads/Nazirs attached to the Court of District Judges/Additional District & Sessions Judges/Additional District Judges/Additional Sessions Judges/Senior Civil Judges/Civil Judges/Rent Controllers/Additional Rent Controllers/Chief Metropolitan Magistrate and Metropolitan Magistrates of Central & West District, Tis Hazari Courts are directed to clear all the pending CA Applications and forward the records in question to the concerned Copying Agency before proceeding on Summer Vacations. Ahlmads/Nazris are further directed to collect 'Clearance Certificate' in this regard from the concerned Branch-in-charge, Copying Agency.

Branch-in-charges, Copying Agency are also directed to issue 'Clearance Certificate', at their own, to the eligible Ahlmad(s)/Nazir(s) and immediately furnish the name(s) of the Ahlmad(s)/Nazir(s), who has/have not cleared the pendency of CA Applications or has/have not collected the 'Clearance Certificate', to the Officer-in-charge, Copying Agencies, Tis Hazari Courts, Delhi.

Non-compliance of the above directions will be viewed seriously and appropriate disciplinary action shall be initiated against the erring officials.

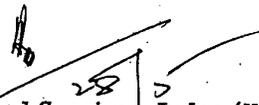
  
(A.K. CHAWLA)  
District and Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

No. 16115-16315/CA(17)/Genl./2015

Delhi, Dated 28/05/2015

Copy forwarded for information and necessary action to:

1. The District & Sessions Judges, West, New Delhi, South, South-East, East, North-East, Shahdra, North, North-West and South-West District at Tis Hazari, Patiala House, Saket, Karkardooma, Rohini and Dwarka Courts, Delhi/New Delhi.
2. Officer-in-Charge, Copying Agencies, Tis Hazari Courts, Delhi.
3. Officer-in-Charge, Record Room Tis Hazari Courts, Delhi.
4. All the Judicial Officers posted at Central & West District, Tis Hazari Courts, Delhi.
5. The Chairman, Website Committee, Tis Hazari Courts, Delhi to upload the circular on the District Court's Website at the earliest.
6. The Administrative Officer (Judicial), Copying Agencies at Tis Hazari Courts, Delhi.
7. The Branch-in-charges, Copying Agency (Sessions, Civil, Criminal & JSCC) at Tis Hazari Courts, Delhi.
8. Sh. Ajay Gupta, SSA, NIC to upload the circular on the Intranet Site.
9. Reader to the undersigned.

  
District and Sessions Judge (HQs)  
Tis Hazari Courts, Delhi

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

CIRCULAR

No. 17501-18201 /Admn-I/Sum.Vac./2015

Dated, Delhi the 30/5/15

To

- 1. All the Officers of Delhi Higher Judicial Service (Except on deputation) Tis Hazari, Patiala House, Karkardooma, Rohini, Dwarka & Saket Courts, Delhi / New Delhi.
- 2. All the Sr. Administrative Officers (J), Administrative Officers (J), Branch In-charges Tis Hazari, Patiala House; Karkardooma, Rohini, Dwarka & Saket Courts, Delhi / New Delhi.

Sub: Regarding detention during Summer Vacation, 2015

Sir / Madam,

As directed by Ld. District & Sessions Judge (HQs), Delhi, it is requested to kindly propose the names of officers/officials working in your court / branch, who are to be detained during Summer Vacation, 2015, indicating the batches as mentioned below by **02/06/2015**, to the office of concerned Ld. District Judges. (No such request shall be entertained thereafter). It is directed that option for detention be sent in such a way that either Ahimad/Asstt. Ahimad or Reader shall be present in the Court during Summer Vacation, 2015. The names of the officers/officials posted in the Central District be sent to Administration Branch- I (for Sr. Administrative Officer (J) / Administrative Officer (J) / Sr. PA / PA), Administration Branch - II (for Sr. Judicial Assistant / Judicial Assistant / Junior Judicial Assistant) & Administration Branch - III (for Process Server / Peon).

Detention Period

Special Casual Leave

1st Batch w.e.f. 01/06/2015 to 06/06/2015 & 17/06/2015 to 30/06/2015  
(Both days inclusive)

[08/06/2015 to 16/06/2015]

2nd Batch w.e.f. 01/06/2015 to 18/06/2015 & 29/06/2015 to 30/06/2015  
(Both days inclusive)

[19/06/2015 to 27/06/2015]

Further, the officials detained during Summer Vacation, 2015 shall furnish a certificate of detention after obtaining from their controlling officer to the effect that they had actually performed their duties for the period for which they were detained to the Accounts Branch of concerned District Judge, to enable the office to credit Earned Leave in their account. It is also made clear that no Earned Leave would be credited in the account of the officer/official, who does not work for 16 days in the Summer Vacation, 2015.

The officials having less than one year service as on 01/06/2015 shall report in their respective Courts / Branches or in Administration Branch concerned of their respective controlling District Judge.

*(Signature)*  
 (J. S. KULSHRA)  
 Administrative Officer (Judl.)  
 Administration Branch-I  
 District & Sessions Judge Office (HQs):  
 Delhi

*(82) 6/14*  
*and p/lo*  
*34/15*

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

**CIRCULAR**

Attention of Officer Incharges of respective branches at Central District, Tis Hazari Courts, Delhi, is drawn towards the ensuing Winter Vacation, 2015. The Officer Incharges of all the branches are requested to send the names of minimum staff of their branches, if required, in rotation for the period w.e.f. 26/12/2015 and 28/12/2015 to 31/12/2015. The purpose of the same shall be to attend the day to day emergent work of the branches.

Sr. Administrative Officers (J), Administrative Officers (J) and Branch In-Charges of Central District shall prepare schedule for their branches in rotation for the period w.e.f. **26/12/2015 and 28/12/2015 to 31/12/2015** and send the same to the Administration Branch-I, II & III accordingly duly forwarded by their respective Officer Incharges. In lieu of detention, detained staff will be entitled for compensatory leave in the Calendar Year 2016, for the duty actually performed by them during Winter Vacation, 2015.

*(Signature)*  
27/12/15

(V.K. BANSAL)  
Officer In-charge (Admn-II)

43620 - 43769

No. \_\_\_\_\_ /Admn-I & II/Win.Vac./2015

Dated, Delhi the 22-12-15

**Copy forwarded for information and necessary action to: -**

1. The Officer In-charges of all the branches of Central District, Tis Hazari Courts, Delhi.
2. All the Sr. Administrative Officers (J)/Administrative Officers (J)/Branch In-Charges, Central District, Tis Hazari Courts, Delhi.
3. Personal Office of the Ld. District & Sessions Judge (HQs), Room No. 302-A, Tis Hazari Courts, Delhi.
4. PRO/APRO, Tis Hazari Courts, Delhi.
5. Dealing Officials (Leave), Administration Branch-I, II & III, Central District, Tis Hazari Courts, Delhi.
6. Web-site Committee, Tis Hazari Courts, Delhi.

*(Signature)*  
27/12/15

Officer In-charge (Admn-II)  
*(Signature)*

# SEXUAL HARASSMENT

271 1

OFFICE OF THE DISTRICT JUDGE-1 & SESSIONS JUDGE : DELHI

C I R C U L A R

It is brought to the notice of all the women employees of the District Courts that a Committee has been constituted by the undersigned to look into the complaints of women employees working in this establishment against sexual harassment. The Committee comprises :-

- Ms. Swarasa K. Sharma - Chairperson  
ADJ (Central),  
Tis Hazari Courts, Delhi.
- Ms. Ila Rawat - Member  
ADJ (Central),  
Tis Hazari Courts, Delhi.
- Ms. Himani Malhotra - Member  
ADJ (West),  
Tis Hazari Courts, Delhi.

All the women employees can feel free to approach any of the members of the said Committee directly for redressal of their grievances or can send their complaint to any of the member in a sealed cover. It is also informed that all the complaints shall be dealt with confidentially.

*(Signature)*  
(G.P. MITTAL) 23/3/10  
District Judge-1 & Sessions Judge, Delhi  
*48*

No. 21739-752 / Admn.-I/SHC/2010

Dated, Delhi the 23/3/10

Copy forwarded for information and necessary action to :-

1. Office of the District Judge-II to IX, Delhi/ New Delhi with the request to stick the said circular in the Notice Board.
2. The Concerned Judicial Officers.
3. Personal Office of the Ld. District Judge-1 & Sessions Judge, Delhi.
4. Notice Board, THC, Delhi.

*(Signature)*  
23/3/10  
District Judge-1 & Sessions Judge, Delhi  
*48*

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

**CIRCULAR**

It is once again brought to the notice of all the women employees of the Central District that a Committee has been constituted by the undersigned to examine the complaints of sexual harassment against the women employees. The Committee comprises:-

- Ms. Shail Jain** - **Chairperson**  
Spl. Judge, NDPS-2, Central,  
Tis Hazari Courts, Delhi.
- Ms. Kaveri Baweja** - **Member**  
Spl. Judge (FTC), Central,  
Tis Hazari Courts, Delhi.
- Ms. Savita Rao** - **Member**  
ASJ, Central,  
Tis Hazari Courts, Delhi.

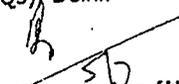
All the women employees of Central District can feel free to approach any of the Members of the said Committee directly for redressal of their grievances or can send their complaint to any of the member in a sealed cover. It is also informed that all the complaints shall be dealt with confidentially.

  
**(A.K. CHAWLA)**  
District & Sessions Judge (HQs), Delhi

No. 24332-24512 /Admn.-I/SHC/2013 Dated, Delhi the           

**Copy forwarded for information and necessary action to:-**

1. The District & Sessions Judges, all Court Complexes, Delhi/New Delhi.
2. All the Judicial Officers/Administrative Officers/Superintendents/Br. Incharges, Central District, THC, Delhi, to bring the same into the notice of women employees working under their control.
3. The Dealing Official, Web Site Committee, Delhi, with the direction to upload the circular on the website of District Courts, Delhi.
4. The Notice Board of Tis Hazari Court Complex, Delhi.
5. The Personal Office of District & Sessions Judge (HQs), Delhi.

  
**District & Sessions Judge (HQs), Delhi.**

**OATH COMMISSIONER**

HIGH COURT OF DELHI : NEW DELHI

No. 952/Genl/DHC  
Dated 05.12.14

CIRCULAR

It is circulated for information of all concerned that Hon'ble the Chief Justice, on the recommendation of the Oath Commissioners' Committee, has been pleased to substitute the existing clause 17 of the "INSTRUCTIONS TO AN OATH COMMISSIONER", issued vide circular No. 332/Genl-II/DHC dated 14<sup>th</sup> September, 2001 of this Court, with the following clause with immediate effect:-

17. The Register(s) maintained by an Oath Commissioner shall be deposited at the end of each calendar year with the District and Sessions Judge, or the High Court, as the case may be.



Sd/-  
(SANGITA DHINGRA SEHGAL)  
REGISTRAR GENERAL

30168-178  
Endst. No. .... /Genl/DHC

Dated 05/12/14

Copy forwarded for information and necessary action to:-

1. The District & Sessions Judge (Hqr), New Delhi, with the request to circulate this circular amongst all District & Sessions Judges, Delhi and bring its contents to all Oath Commissioners working in respective Court Complexes.
2. The Registrar (Admn.G), Supreme Court of India, New Delhi.
3. The Hony. Secretary, Supreme Court Bar Association, New Delhi.
4. The Hony. Secretary, Delhi High Court Bar Association, New Delhi.
5. The Hony. Secretary, Shahdara Bar Association, Karkardooma, Delhi.
6. The Hony. Secretary, New Delhi Bar Association, Patiala House, New Delhi.
7. The Hony. Secretary, Rohini Bar Association, Rohini Courts Complex, Delhi.
8. The Hony. Secretary, Dwarka Bar Association, Sec-10, Dwarka, New Delhi.
9. The Hony. Secretary, Saket Bar Association, Saket Court Complex, New Delhi.
10. The Hony. Secretary, Bar Council of Delhi, H.O.2/6, Siri Fort Institutional Area, Khel Gaon Road, New Delhi-110049.
11. All Oath Commissioners working in this Court Complex.

*for Regstrar*  
01/12/14

01 (Adm-I)

8209  
*Kaj Kumar*

*[Signature]*  
राजेश चन्द  
साधु इन्डिया  
परामर्श-1  
जिना एच ससु मन्त्रालय (पुस्तक)  
मार्ग 6 नोरो मन्त्रालय, दिल्ली  
09/12/14

*[Signature]*  
RAMESH CHAND  
REGISTRAR (GENL-ADMN.)

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HIGH COURT OF DELHI : NEW DELHI

No.148/Genl/DHC  
Dated 21.02.2014

CIRCULAR

It is circulated for information of all concerned that Hon'ble the Chief Justice, on the recommendation of the Oath Commissioners' Committee, has been pleased to substitute the existing clause 7 of the "INSTRUCTIONS TO AN OATH COMMISSIONER", issued vide circular No. 332/Genl-II/DHC dated 14<sup>th</sup> September, 2001 of this Court, with the following clause with immediate effect:-

7. All Oath Commissioners are henceforth permitted to attest the affidavits from their respective offices including Chambers within the Court Complex, while maintaining the system of rotational duty in the designated Oath Commissioners' Room. There shall be, at-least, one Oath Commissioner available between 10.00 am and 5.00 pm on all working days in the Oath Commissioners' Room by rotation. However, attestation work shall not be done within the precincts of the Court Buildings, including lobby area, Consultation room, Bar room, library, Lawyers Canteen etc. These instructions will be adhered to by Oath Commissioners in letter and spirit.

*Handwritten:* a  
D 45 (up)  
24/2/14

*Handwritten:* 02 (Admn.)  
02 (Gen. Por)



Sd/-  
SANSITA DHINGRA SEHGAL  
REGISTRAR GENERAL

Endst. No.4400-08/Genl/DHC

Dated 21.02.2014

Copy forwarded for information to:-

1. The District & Sessions Judge (HQ), Delhi, with the request to circulate this circular amongst all District & Sessions Judges, Delhi and bring its contents to all Oath Commissioners working in respective Court Complexes.
2. The Hony. Secretary, Supreme Court Bar Association, New Delhi.
3. The Hony. Secretary, Delhi High Court Bar Association, New Delhi.
4. The Hony. Secretary, Shahdara Bar Association, Karkardooma, Delhi.
5. The Hony. Secretary, New Delhi Bar Association, Patiala House, New Delhi.
6. The Hony. Secretary, Rohini Bar Association, Rohini Courts Complex, Delhi.
7. The Hony. Secretary, Dwarka Bar Association, Sec-10, Dwarka, New Delhi.
8. The Hony. Secretary, Saket Bar Association, Saket Court Complex, New Delhi.
9. All Oath Commissioners working in this Court Complex.

*Handwritten signatures and notes:*  
Raj Kumar  
Admn I  
24/2/14

*Handwritten signature:* D.S. Bhandari  
(D.S. Bhandari)  
Officer on Special Duty (Genl.-Admn.)

*Handwritten:* 203

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THROUGH SPEED POST

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

No. 7317-7349 /OC/Admn.-1/THC/2015

Dated, Delhi the.....

Copy of the Notification No. 644/Genl/OC/THC/DHC dated 24.12.2014 along with copy of Instructions dated 14.09.2001 are forwarded to the following newly appointed Oath Commisioners in Tis Hazari Courts for information and necessary compliance :-

Table with 2 columns: S.No. and Name of Advocate. It lists 32 entries of advocates with their respective addresses and contact details.

Handwritten signature and date 13/12/15

(J.D. KULESH) Administrative Officer Judicial Administration Branch - I O/o District & Sessions Judge(HQ):

Endst. No.31841-844/Genl./OC/THC/DHC

Dated 24.12.2014

1. Copy with two spare copies and a copy of the instructions dated 14/9/2001 forwarded to the District & Sessions Judge, Tis Hazari, Delhi for information and necessary action. Applications alongwith enclosures received vide letter No.1809/OC/Admn.-I/THC/2012 dated 25.09.2014 are also returned herewith.
2. Copy with a copy of the instructions dated 14/9/2001 forwarded to the President, Delhi Bar Association, Tis Hazari Courts, Delhi with the remarks that these advocates will work as Oath Commissioners exclusively in Tis Hazari Courts, Delhi.
3. Copy with a copy of the instructions dated 14/9/2001 forwarded to the Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi, with the remarks that these advocates will work as Oath Commissioners exclusively in Tis Hazari Courts, Delhi.
4. Copy with copy of the instructions dated 14/09/2001 issued by this Court forwarded for information and necessary compliance to the following Oath Commissioners through the District & Sessions Judge(Hqrs), Delhi, with the direction to the Oath Commissioners that they will send specimen of their seal to the Registrar (Genl.-Admn.) within a week. The serial no. allocated to them should be incorporated in the seal and no seal except as prescribed in the instructions should be used. The Oath Commissioners are also directed to ensure that the age of the deponent is invariably indicated in the affidavit alongwith the name and parentage of the deponent:-

Sl. No.	Name of Oath-Commissioner
1.	Ms. Arti Pushkar, R/o C-2/6, Sector -11, Rohini, Delhi-85 (Enrol. No. D/3314/2010) (Tel. No. 9811518994) Sl. No.256 /2014
2.	Mr. Deepak Chaudhary, R/o T-455, Baljeet Nagar, New Delhi-8 (Enrol. No. D-444/1999) (Tel. No.,9868204911) Sl. No. 257 /2014
3.	Mr. Devendra Kumar, R/o E-617, Gali No.20, East Gokhalpur, Amar Colony, Delhi-94. (Enrl. No. 1821/2010) (Tel. No.9213763116) Sl. No. 258/2014
4.	Mr. Dinesh Kumar, R/o. 244/2, 1 <sup>st</sup> floor, Gali No.3, School Block, Fazalpur, Mandawali, Delhi. (Enrl. No.1263/2007), (Tel. No.9910028832) Sl.No.259/2014
5.	Ms.Geeta Nagar, R/o 7/85, Geeta Colony, Delhi-110031. (Enrl. No.D/1130/2010) (Tel. No. 7838484802) Sl.No. 260 /2014
6.	Ms. Guddi Dimri, R/o G-4/5, Sector-15, Rohini, Delhi-84 (Enrl. No. D/25/1996) (Tel. No.9811343826) Sl. No.261 /2014
7.	Mr. Harender Singh Rautela, R/o H.No.1B, Shiv Mandir Gali Backside of Shri Ganga Dairy, Maujpur, Delhi-110053 (Enrl. No. D-209/1994) (Tel. No. 9968252419) Sl. No. 262 /2014
8.	Ms. Hema Goel, R/o E-1/19, Sector-7, Rohini, Delhi-85. (Enrl. No. 2344/2010) (Tel. No. 9810408858) Sl. No. 263/2014
9.	Mr. Jadu Nath Prasad, R/o A-7/242, Sector-17, Rohini, Delhi (Enrl. No. 835/1981) (Tel. No. 9891684774) ( Sl. No. 264 /2014)
10.	Ms. Jyoti, R/o H.No. 605, Gali No.23, New Karehara Colony, Near Hindon Air Force Station, Sahibabad, Ghaziabad, UP. (Enrl. No. D/1962-B/2008) (Tel. No. 7503228280, 9990157233) (Sl. No.265 /2014)
11.	Mr. Kanti Swarup, R/o H.No. 239, Street No.1, Mukandpur, Part-II, Delhi-110042. (Enrl. No. D/1011/2001) (Tel. No. 9213531741) Sl. NO.266/2014
12.	Mr. Karam Chand, R/o f/3, Surbhi Home Plot No. 17, Shalimar Garden, Vikram Enclave, GZB. (Enrl. No. D/836/2009) (Tel. No. 9718559342) Sl. No. 267/2014
13.	Mr. Kishan Chand Vashisht, R/o C-10/192, Yamuna Vihar, Delhi. (Enrl. No. D-172/1977) (Tel. No. 9873167387) Sl. No.268/2014
14.	Mr. Mehendra Pal, R/o 263, Dhakha Kingsway Camp, Delhi -110009. (Enrl. No. D-483/1992) (Tel. No. 9899967811) Sl. No.269/2014
15.	Mr. Maharaj Krishan Gupta, R/o K.P. 36, Pitam Pura, Delhi-110088. (Enrl. No. N.A. 202) (Tel. No. 9953202353) Sl. No. 270/2014
16.	Ms. Manju Gupta, R/o C-10/41, Yamuna Vihar, Delhi-53. (Enrl. No. D/551/1998) (Tel. No. 9891055392) Sl. No. 271/2014
17.	Mr. Nanak Chand Gupta, R/o 170, Manu Apartments, Mayur Vihar, Phase-I, Delhi-110091 (Enrl. No. D-125/1971) (Tel. No. 9312234656) Sl. No.272/2014

Sl. No.	Name of Oath Commissioner
18.	Mr. Nand Kishor Raghav, R/o P-97/1, D.R.P. Line, Pili Kothi Naya Bazar, Delhi-6. (Enrl. No. 740/2003) (Tel. No. 9968237060) Sl. No.273/2014
19.	Mr. Pranav Siroha, R/o Flat No. 16/10, 1 <sup>st</sup> floor, Right Side Probyn Road, Near Vishvidhalya Metro Station, Delhi-54. (Enrl. No. D/1891/2008) (Tel. NO. 9899447618, 23819456) Sl. No. 274/2014
20.	Mr. Raj Narain Gôel, R/o 13/31, Shakti Nagar, Delhi-110007. (Enrl. No. D/159/1984) (Tel. No. 47015285) Sl. No. 275/2014
21.	Mr. Rajender Kumar, R/o Gali No.7, Near Raju Kirana Store, Shanker Garden, Linepar, Bahadurgarh (Haryana), (Enrl. No. D/431/1992) (Tel. No. 9810495244) Sl. No. 276/2014
22.	Mr. Rajesh Kumar, R/o L-200/5, Gautam Vihar, Ghonda, Delhi-53. (Enrl. No. D-2512/2009) (Tel. No. 9711989754) Sl. No.277/2014
23.	Ms. Sarita Bhati, R/o E-1, Raj Avenue, Dilshad Exten.-II, Delhi. (Enrl. No. D/2632/2008) (Tel. No. 9582443084) Sl. No. 278/2014
24.	Ms. Seema, R/o 1866, 3 <sup>rd</sup> floor, Phulwari-Block, Outram Lane, Delhi-110009. (Enrl. No. D/110/2008) (Tel. No. 65875837, 9582585688) Sl. No. 279/2014
25.	Mr. Srikant Sunder Bhanja, R/o 1832, Ravidas Basti, Kotla Mubrakapur, Delhi-110003. (Enrl. No. D-2700A/99) (Tel. No. 9718593233) Sl. No. 280/2014
26.	Ms. Sunita, R/o Flat No.48-B, Boulevard Road, Tis Hazari, Delhi. (Enrl. No. D/827/1998) (Tel. No. 9818163873) Sl. No. 281/2014
27.	Ms. Sunita Singh, R/o H.No.1/5107, Street No.3, Balbir Nagar, 60 Ft. Road, Shahdara, Delhi-32. (Enrl. No. D-180A/2001) (Tel. No. 9811457612) Sl. No. 282/2014
28.	Ms. Sushma Tyagi, R/o Flat No. F-3, Block B1, Bharat Apartment, Shalimar Garden Ext. II, Sahibabad, Ghaziabad, UP. (Enrl. No. D/2084/199) (Tel. No. 8800094808) Sl. No.283/2014
29.	Mr. Vijay Misra, R/o 36, Jaipuria Building, S.P. Mukherjee Marg, Delhi-6. (Enrl. No. D/171/1989) (Tel. No. 23963186, 9871215263) Sl. No. 284/2014
30.	Ms. Vineeta Kumari, R/o H.No. 3/3, Himgiri Enclave, Sant Nagar, Delhi -84 (Enrl. No. D/2372/2010) (Tel. No. 9013817039) Sl. No. 285/2014
31.	Mr. Yogesh Kumar, R/o H.No.1/3304, Ram Nagar, Mandoli Road, Shahdara, Delhi. (Enrl. No. 3547/2009) (Tel. No. 9555940736) Sl. No. 286/2014
32.	Mr. Zahid Ali Gahlot, R/o E-97, Gali No.5, Subhash Vihar, North Ghonda, Delhi-110053. (Enrl. No. D-3324/2009) (Tel. No. 9560144094) Sl. No. 287/2014

  
 (Ramesh Chand)  
 Registrar (Genl.-Admn.)



INSTRUCTIONS TO AN OATH COMMISSIONER

No.332/Genl.-II/DHC  
Dated 14/09/2001

An Oath Commissioner is given a commission under the provisions of Section 139 of the Code of Civil Procedure, 1908, Section 297 of the Code of Criminal Procedure, 1973 and Section 3 of the Oaths Act, 1969 for attesting affidavits for judicial proceedings only. An Oath Commissioner cannot attest an affidavit which is intended to be filed for administrative purposes or before an executive authority.

2. An Oath Commissioner is appointed for a particular period and for a particular Court Complex. He/she is expected to be available in that particular Court Complex during the period of the commission.
3. Oath Commissioners will mutually decide, in consultation with the Bar Association of the Court Complex to which they have been appointed, the place or places where they (or any one of them) will be available for attesting an affidavit.
4. The Bar Association of the concerned Court Complex shall ensure that adequate space is available to an Oath Commissioner for attesting affidavits between 10.00 am and 5.00 pm on every working day.
5. At least one Oath Commissioner should be available for attesting affidavits at the place or places designated by the concerned Bar Association between 10.00 am to 5.00 pm on every working day.
6. The Bar Association of the concerned Court Complex shall ensure that all Oath Commissioners adhere to the timings prescribed for their availability.
7. (\*) All Oath Commissioners are henceforth permitted to attest the affidavits from their respective offices including Chambers within the Court Complex, while maintaining the system of rotational duty in the designated Oath Commissioners' Room. There shall be, at least, one Oath Commissioner available between 10.00 am and 5.00 pm on all working days in the Oath Commissioners Room by rotation. However, attestation work shall not be done within the precincts of the Court Buildings, including lobby area, Consultation room, Bar room, library, Lawyers Canteen etc. These instructions will be adhered to by Oath Commissioners in letter and spirit.
8. Between 10.00 am and 5.00 pm, every Oath Commissioner shall, while attesting an affidavit at the designated place or places, maintain the dress code prescribed by the High Court for practising advocates.
9. All Oath Commissioners shall (whether attesting affidavits at the designated place(s) or otherwise) maintain a register clearly giving the

(\*) Substituted vide Circular No.148/Genl/DHC dated 21.02.2014.

following:

- (a) Date and Serial No. of the affidavit.
- (b) Case No. for which the affidavit is being attested. In the event of a new case, the case number may be left blank.
- (c) Name of the deponent.
- (d) Name of the father/mother of the deponent.
- (e) Address of the deponent as per the affidavit.
- (f) Name of the person identifying the deponent.
- (g) Signature of the deponent.

(NOTE: The address of the person identifying the deponent should also be given - but this may prove cumbersome)

10. Every Oath Commissioner shall maintain three rubber stamps as prescribed by the High Court. These rubber stamps shall provide for the following:

- (a) Name of the Oath Commissioner in block letters.
- (b) Number given by the High Court to the Oath Commissioner.
- (c) Period of the commission.
- (d) A statement that the Oath Commissioner has been appointed by the High Court.
- (e) Space for the name, occupation and signature of the person identifying the deponent.
- (f) The name of the deponent.
- (g) The name of the father/mother of the deponent.
- (h) The address of the deponent.
- (i) Date and serial number of the affidavit.
- (j) Space for the signature of the Oath Commissioner.

11. An Oath Commissioner attesting an affidavit shall scrutinize the document as to its correct form.

12. Where the deponent of an affidavit is known to the Oath Commissioner, he shall append on it a

certificate to that effect.

13. Where the deponent of an affidavit is illiterate or is not conversant with the language in which the affidavit is written, the Oath Commissioner shall, before attesting the same, translate and interpret the contents of the affidavit to the deponent in the language known to the deponent and shall, separately, certify the fact of his/her having done so.
14. Where the deponent understands the language in which the affidavit is written, it is enough if the Oath Commissioner certifies that the contents of the affidavit has been duly read over by the deponent and that the deponent has duly acknowledged the same to be true and correct.
15. Where the deponent is a 'Purdanashin' lady she shall, unless she is known to the person attesting the affidavit, be identified by a person to whom she is known and that person shall prove the identification by means of a separate affidavit.
16. Every exhibit annexed to an affidavit shall be marked, initialled and dated by the Oath Commissioner before it is sworn to or affirmed.
- (\*) 17. The Register(s) maintained by an Oath Commissioner shall, be deposited after expiry of his/her term with the District and Sessions Judge, or the High Court, as the case may be.

It is made explicitly clear to all Oath Commissioners that any violation of the above instructions will result in cancellation of the commission given to an Oath Commissioner.

This circular is issued in supersession of the Circulars dated 4th August, 1967, No.61/Genl./G.I./OC/IX.B.2. dated 7th August, 1973, No.111/Genl./II/G.I. dated 8th May, 1975, No.249 and 250/Genl./G.I./OC/DHC dated 22nd November, 1986 and other instructions issued from time to time and on the direction of the Delhi High Court.

- Gd/-  
REGISTRAR GENERAL

(\*\*) Vide orders dated 17.11.2014 of this Court Clause 17 is re-produced as under:-

"The Register(s) maintained by an Oath Commissioner shall be deposited at the end of each Calendar year with the District and Sessions Judge, or the High Court, as the case may be."

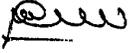
**SENIORITY, PROMOTION AND  
ESTABLISHMENT**

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

All the employees of this office are hereby informed that a list of the employees has been prepared, wherein Name of the Employee, Designation, Date & Place of Posting, etc., is mentioned. List shall remain open from 01<sup>st</sup> September, 2006 to 30<sup>th</sup> September, 2006 for inspection of the employees. It is the duty of all the employees to check the list and get corrected the particulars mentioned therein against his / her name, if found to be incorrect. In case, the corrections not carried out by the employee and it is found later on that his / her particulars are not correct, the employee concerned shall be responsible for the disciplinary action. List is available for inspection in the concerned Administration Branches of each Court Complexes. After completion of the list, all the Superintendents of Administration Branches are hereby directed to depute their concerned official(s) to get entered / updated their record.

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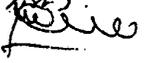
  
( V. B. GUPTA )  
District & Sessions Judge,  
Delhi

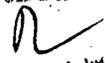
65553 : 933  
No. \_\_\_\_\_ /Comp./2006  
Copy forwarded to :

Delhi, Dated the 1/9/06

1. Judge Incharge, Karkardooma Courts, Delhi.
2. Judge Incharge, Patiala House Courts, New Delhi.
3. Judge Incharge, Rohini Courts, Rohini, Delhi.
4. Officer Incharge (Computerization), Tis Hazari Courts, Karkardooma Courts, Rohini Courts and Patiala House Courts, New Delhi.
5. Sh. Talwant Singh, AD & SJ/Chairman, Web Site Committee, Karkardooma Courts, Delhi for being displayed on the website.
6. All the Staff concerned, Tis Hazari, Rohini, Patiala House and Karkardooma Courts, Delhi.
7. Admn. Branch KRD/PHC/RHC. (Encl. 1/1)

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District & Sessions Judge,  
Delhi

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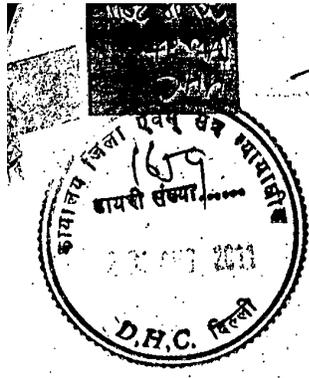
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343 233/C

Annexus



HIGH COURT OF DELHI: NEW DELHI

No. 24/68 /Est/E3/DHC

Dated 28/08/2011

From  
The Registrar General,  
High Court of Delhi,  
New Delhi.

To  
The District & Sessions Judge,  
Delhi.

Sub: Appointment to the post of Superintendent in the office of the District & Sessions Judge, Delhi.

Madam,

I am directed to refer to your letter No.328/Admn.I/S&P/2011 dated 08.02.2011 and this Court's letter No. 15085/Estt/E3/DHC dated 28.04.2011, on the above subject, and to forward herewith a copy of Extract of Full Court Meeting dated 28.07.2011 alongwith copy of decision of the Selection Committee dated 19.04.2011, for further compliance.

I am also to request you to kindly send lists of 16 eligible Sr. Readers/Assistants and 24 Stenographers having Graduate qualification in term of the above referred Full Court decision, for filling up 16 vacancies of Superintendents arising upto 31.08.2011 alongwith their complete service particulars i.e. date of birth, post held, present pay, date of entry into service; educational qualification, date of retirement including the precis of ACRs for the preceding five years i.e 2006 to 2010 (duly authenticated) by the District Judge & Sessions Judge Delhi, including adverse remarks/ disciplinary proceedings, if any pending or contemplated against any of them alongwith their latest vigilance clearance report and to send status report regarding departmental inquiries of S/Sh. Lakhmi Chand and Ved Prakash, Readers/Senior Assistants at the earliest.

You are also requested to communicate the above said decision to the representationist Ms. Sunita Sharma, Private Secretary with reference to her representation dated 6.10.2010 on the above cited subject.

Yours faithfully,

Encls: As above

DEPUTY REGISTRAR (ESTT)  
FOR REGISTRAR GENERAL

23/8/11

Superd. (Admn J)

897

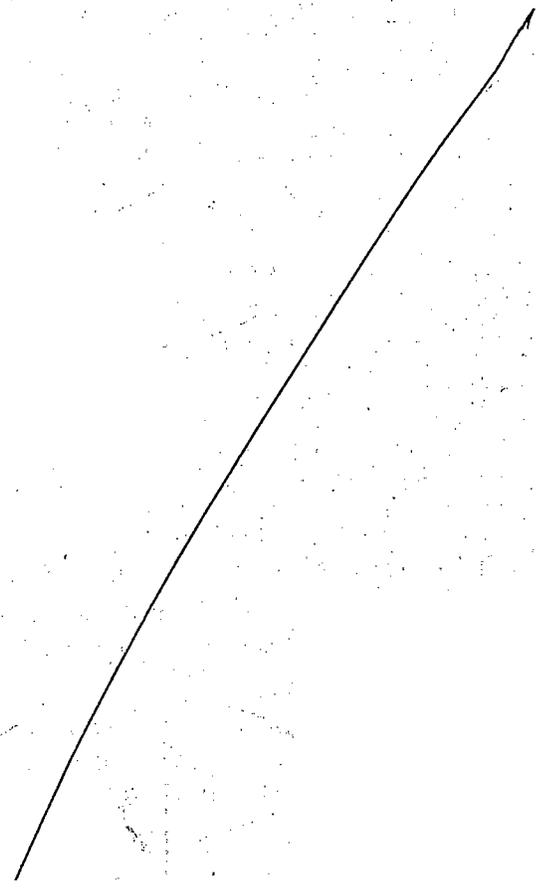
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EXTRACTS FROM THE MINUTES OF THE MEETING OF THE FULL COURT HELD ON 28.07.2011 AT 4:45 P.M. IN THE JUDGES' LOUNGE.

Item No.	Agenda	Minutes
6.	To consider the recommendations of the Selection Committee in respect of appointment of Superintendent in the office of the District & Sessions Judge, Delhi.	Considered. The recommendations dated 19.4.2011 of the Selection Committee in respect of appointment of Superintendent in the office of the District & Sessions Judge, Delhi were approved. It was further decided that the existing 17 vacancies of Superintendent in the district courts be filled up as per the amended ratio of 1:1.  Registry to take necessary steps.

Est.



(3)

339  
231/C

-1-

**MINUTES OF THE MEETING OF THE SELECTION COMMITTEE (PERTAINING TO DISTRICT COURT) HELD ON 19.04.2011 AT 4.45 P.M. IN THE CHAMBER OF HON'BLE MR. JUSTICE VIKRAMAJIT SEN.**

**CORAM :** HON'BLE MR. JUSTICE VIKRAMAJIT SEN  
HON'BLE MR. JUSTICE MANMOHAN-  
HON'BLE MR. JUSTICE V.K. JAIN

**Item 1**

To consider the comments of District Judge-I & Sessions Judge, Delhi, received vide letter No. 328/Admn./S&P/2011 dated 08.02.2011 regarding appointment to the post of Superintendent in the ratio of 3:1, in response to the representation dated 6.10.2010 of Ms. Sunita Sharma, Private Secretary.

We have perused the office note and the comments of the District Judge-I & Sessions Judge. After careful consideration of the matter we feel that keeping in view the existing cadre strength of the feeder cadres, i.e. 257 of Sr. Assistants/Readers line and 241 of the stenographer line, the existing ratio of 3:1 needs to be amended so as to be 1:1. It is accordingly recommended to the Full Court that the ratio for appointment to the post of Superintendent from the above feeder cadres in the District Courts, Delhi be made as 1:1.

The issue as to whether the existing 17 vacancies of Superintendent in the District Courts be filled up as per the existing ratio of 3:1 or the proposed amended ratio of 1:1. In case the proposed ratio is approved by the Full Court, be also placed before the Full Court for decision. We are informed that the minimum qualification for promotion to the post of Superintendent has been prescribed as "Matriculate". We feel that the same is not in conformity with the stature of and the nature of the duties attached to the said post. Accordingly, we recommend that henceforth the minimum qualification for promotion to the post of Superintendent may be prescribed as "Graduate".

**Item 2(I)**

To consider the representation of Sh. Sikander Ali, Sr. Assistant/Reader, dated 29.09.2010 for appointment to the post of Superintendent.

Since the matter for appointment to the posts of Superintendent is being considered today, no further action is called for.

**Item 2(II)**

To consider the representation of Sh. Jagdish Chander Bhardwaj, Sr. Assistant/Reader, dated 08.10.2010 for appointment to the post of Superintendent.

We are informed that the official, Mr. Jagdish Chander Bhardwaj, has already retired on 30.11.2010. He had also filed a writ petition being CWP No. 1910/2011 which was dismissed vide order dated 23.3.2011. In this view of the matter, no action is called for.

337

287

Item 2(iii)

To consider the representation of Sh. Harpal Singh Jatav, Sr. Assistant/Reader, dated 30.10.2010 for appointment to the post of Superintendent.

Since the matter for appointment to the posts of Superintendent is being considered today, no further action is called for.

Item 2(iv)

To consider the representation of Ms. Sunita Sharma, Private Secretary dated 29.09.2010 requesting for inclusion of four vacant posts of Superintendent in the number of vacancies proposed to be filled up.

Office has informed that the said four posts have already been included in the number of vacancies proposed to be filled up. Consequently, no further action is called for.

Item 3

To consider representation of Ms. Darshan Grover, Private Secretary, praying that she may be allowed to continue as Private Secretary and may not be appointed as Superintendent.

It has been informed that Ms. Darshan Grover has already retired on 28.2.2011. No further action is, therefore, called for in the matter.

Item 4

To consider representation of Sh. Harpal Singh Jatav, Assistant/Reader, dated 7.9.2010, seeking promotion to the post of Superintendent in the office of District Court.

No action is called for, as already recorded against Item No. 2(iii) above.

Item 5

To consider the case for filling up 17 posts/vacancies of Superintendent, as per the two lists received from the office of District Judge-I and Sessions Judge, Delhi vide letter dated 9.2.2011.

Office has informed that 17 vacancies of Superintendent, including the post which has fallen vacant upon retirement of Ms. Darshan Grover on 28.02.2011, are to be filled up in the pay-scale of Rs.15600-39100 plus Grade Pay of Rs.6,600/-. In terms of Full Court decision dated 22.09.2001 the appointments to the posts of Superintendent are to be made in the ratio of 3:1 i.e. 3 posts from the general line and 1 post from the stenographers line. Out of 17 vacancies, 11 vacancies fall to the share of general line and 6 vacancies to the share of stenographers line and that the benchmark for promotion to the post of Superintendent is "three Good in the preceding five years".

We have considered the office note as well as the service record/ACRs of the candidates falling within the zone of consideration for the preceding five years.

Since we are proposing that the issue as to whether the existing vacancies should be filled up in terms of the existing ratio of 3:1 or in terms of the proposed ratio of 1:1 from the general cadre and the stenographers' cadre, if the proposed ratio is approved by the Full Court, we recommend that promotions to the 17 posts be made on officiating basis.

As regards candidate at serial No.1, Mr. Harpal Singh Jatav from the general line, findings regarding his appointment to the post of Superintendent were directed to be kept in sealed covers by the Selection Committee in its meetings held on 08.09.2009 and 13.08.2010. Vide letter dated 18.11.2010 the District Judge has informed that Mr. Harpal Singh Jatav has been exonerated in the departmental proceedings pending against him. We have opened the sealed cover dated 08.09.2009 wherein Mr. Harpal Singh Jatav is found "fit" for promotion to the post of Superintendent. He is recommended to be appointed notionally as Superintendent on ad hoc basis from the date his immediate junior was promoted. As far as arrears of pay and allowances for the period from the date his immediate junior was promoted to the date of his actual promotion is concerned, the District Judge be asked to send his comments.

In the last selection process, Mr. Roshan Lal, Sr. Assistant, was appointed as Superintendent in officiating capacity in place of Mr. Harpal Singh Jatav with the condition that in the event the departmental proceedings against Mr. Harpal Singh Jatav are concluded in his favour, he will stand reverted. Since Mr. Harpal Singh Jatav has been exonerated and has been recommended to be appointed as Superintendent, we recommend that Mr. Roshan Lal may be appointed on officiating basis. We are informed that the first vacancy will now go to the cadre of Stenographers.

As regards the candidate at serial No.7 of the general line, Mr. Ved Prakash, Reader, three major penalty proceedings under Rule 14 of CCS (CCA) Rules, 1965 are pending against him. His case has been considered and the findings regarding his selection have been kept in a separate sealed cover.

After having gone through the service record and the ACRs for preceding five years of the candidates falling in the zone of consideration from the Stenographers' as well as the general line, in addition to the above, we recommend the names of the following officials to be appointed as Superintendents from the date they assume charge:

1.	Ms. Rajni Chhatwal	Private Secretary
2.	Mr. Gopal Krishan Dua	Reader/Sr. Assistant
3.	Mr. Sikander Ali	Sr. Assistant/Reader
4.	Mr. Dinesh Kumar Taneja	Sr. Assistant/Reader
5.	Ms. Sushil Arora	Private Secretary
6.	Mr. Dalip Kumar Madan	Reader/Sr. Assistant
7.	Ms. Raj Bala	Sr. Assistant
8.	Mr. Sampat Ram Sharma	Sr. Assistant
9.	Mr. B.R Haridasan	Private Secretary
10.	Mr. Inder Dev Singh	Sr. Assistant
11.	Mr. Vijay Kumar Athuni	Reader
12.	Mr. Ram Mehar Dahiya	Reader/ Sr. Assistant
13.	Ms. Pushpa Keriketta	Private Secretary
14.	Mr. Naresh Chellaramani (appointed as ad hoc (officiating))	Sr. Assistant
15.	Mr. Ajay Kumar Wadhwa	Private Secretary
16.	Ms. Neelam Sethi	Private Secretary

As the finding regarding suitability of Mr. Ved Prakash, Reader, for promotion as Superintendent has been kept in sealed cover, the appointment of the candidate at serial No. 14 above, Mr. Naresh Chellaramani, is made purely on officiating basis subject to further condition that in the event the departmental proceedings against Mr. Ved Prakash are concluded in his favour and he is found fit for promotion, Mr. Naresh Chellaramani will stand reverted to the post of Sr. Assistant.

These appointments be made on officiating basis pending finalization of Delhi District Courts (Appointment and Conditions of Service) Rules and subject to outcome of W.P.(C) 6007/2000 titled "Civil & Sessions Courts Stenographers Associations vs. Delhi High Court & Ors" and W.P.(C) No. 3687/2006 titled "M.C. Mittal vs. District & Sessions Judge, Delhi & Ors."

Item 6

To consider the representation dated 11/12.11.2010 of Sh. Udai Singh Superintendent along with comments dated 20.12.2010 received from District Judge-I & Sessions Judge, Delhi, regarding promotion to the post of Administrative Officer.

We have perused the office note. Mr. Udai Singh was not found fit for promotion to the post of Administrative Officer by the Selection Committee in its meeting held on 13.8.2010, not meeting the benchmark of earning three "very good" reports in the preceding five years. In response to this Court's letter, the District Judge-I & Sessions Judge has informed that the reports below the benchmark were not communicated to Mr. Udai Singh.

We recommend that the District Judge-I & Sessions Judge be asked to communicate the reports below the benchmark to Mr. Udai Singh who may represent thereagainst, if he so desires, within 15 days from the date of the communication and the District Judge-I & Sessions Judge shall decide the same within 30 days thereafter and forward his comments/recommendations to this Court.

Item 7

To consider the representation of Sh. J. N. Jamwal, Superintendent dated 6.10.2010 and the comments dated 16.12.2010 received from District Judge -I & Sessions Judge, Delhi, regarding promotion to the post of Administrative Officer.

We are informed that Mr. J.N. Jamwal has already retired 31.3.2011 and has filed a writ petition being WP (C) No. 2190/2011 which is pending. In view of this, no action is called for.

Item 8

To consider the representation of Sh. Jai Parkash dated 29.11.2010 regarding promotion to the post of Administrative Officer amongst the Non-Graduate Superintendents, alongwith comments dated 18.02.2011 received from District Judge-I & Sessions Judge, Delhi.

Considered and rejected.

Item 9

To consider the case for filling up of two vacancies/posts of Administrative Officer's in District Courts, as per the service particulars received from the District Judge-I & Sessions Judge, Delhi vide letter dated 09.02.2011.

Deferred.

331 (7)  
227/C

**Item 10**

To consider the representation of Sh. Amar Singh Ahluwalia dated 15.11.2010 received from the District Judge-I & Sessions Judge, Delhi vide letter dated 23.12.2010 seeking clarification of this Courts letter dated 24.09.2010.

Considered and rejected.

**Item 11 (Taken up as any other matter)**

To consider the representations of Mr. Inder Dev. Singh, Mr. S.R. Sharma and Mr. Sikandar Ali, Sr. Assistants/Readers dated 17.03.2011, 18.03.2011 and 21.03.2011 respectively pertaining to appointment to the post of Superintendent

In view of the recommendations made in Item No.5 above, no further action is called for.

Two officials recommended for appointment as Superintendent are superannuating w.e.f. 30.04.2011. Therefore, we recommend to Hon'ble the Chief Justice that Item No.5 of these minutes may be placed before the Full Court for approval by circulation.

(VIKRAMAJIT SEN)  
JUDGE

(MANMOHAN)  
JUDGE

(V.K. JAIN)  
JUDGE

Hon'ble the Chief Justice

*Primal copy being made*  
  
28.1.2011

**OFFICE PREMISES, PROPERTY  
AND STATIONARY**

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## OFFICE OF THE DISTRICT &amp; SESSIONS JUDGE : DELHI

CIRCULAR

Dot Matrix Printers have been supplied to the Ahlmads of all the courts as well as to staff members including Officer Incharges of the Branches/ Administrative Officers/ Superintendents/ Branch Incharges of all the four District Court Complexes. There is huge stock of Computer Paper (continuation sheet) lying at store at Tis Hazari, Karkardooma and it has to be utilized. Therefore, it is impressed upon all the Ahlmads of the courts as well as all the staff members, Officer Incharges of the branches/ Administrative Officers/ Superintendents/ Branch Incharges of all the four District Court Complexes to use Computer Paper (continuation sheet) on Dot Matrix Printers till that stock lasts.

*Satnam Singh*  
(SATNAM SINGH)

District & Sessions Judge :  
Delhi.

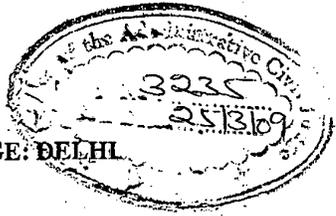
No. 95816-96266  
/Sty./Genl./07

Dated, Delhi the 08/12/07

Copy forwarded for information and necessary action to :

1. The Judge Incharge, Tis Hazari Courts, Patiala House Courts, Karkardooma Courts and Rohini Courts, Delhi.
2. The Officer Incharges of Branch at Tis Hazari Courts, Patiala House Courts, Karkardooma Courts and Rohini Courts, Delhi.
3. All the Judicial Officers posted at Tis Hazari Courts, Patiala House Courts, Karkardooma Courts and Rohini Courts, Delhi.
4. All the Administrative Officers/ Superintendents/ Branch Incharges/ Store Keepers (Stationary) at Tis Hazari Courts, Patiala House Courts, Karkardooma Courts and Rohini Courts, Delhi.

*Satnam Singh*  
District & Sessions Judge :  
Delhi.



OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

All the Judicial Officers as well as Administrative Officers Superintendents/Branch In-Charge of all the District Courts are directed to collect their calculators within Five days positively, who has send their requisition earlier for need of calculator for their Court/Branch in response to circular No.58159-609/Genl/2008 dated 7/8/2008 .

*(Signature)*  
(MAMTA SEHGAL)  
District Judge I & Sessions Judge:  
Delhi.  
*19/12/09*

No. *30214-674*/Tw/Genl/09 Delhi, Dated *23/12/09*.....

- Copy forwarded for information and necessary action to:
1. All the Judicial Officers, Tis Hazari Patiala House, Karkadooma and Rohini Cours, Delhi/New Delhi.
  2. The Senior Account Officer, Accounts Branch through D.D.O.
  3. All the Administrative Officers/Superintendents/Branch In-charges at Tis Hazari, Patiala House, Karkadooma and Rohini Courts, Delhi/New Delhi.
  4. Reader to Ld. District & Sessions judge, Delhi.
  5. Guard File.

*Be warden*  
*20/12/09*  
*24/12/09*

*(Signature)*  
District Judge I & Sessions Judge:  
Delhi.  
*19/12/09*

OFFICE OF THE DISTRICT JUDGE - I & SESSIONS JUDGE: DELHI

CIRCULAR

It has come to the notice of the undersigned that Judgment Paper is being used for writing letters/applications or sending requisitions by some Court officials. This practice should immediately be stopped as Judgment paper costs more than photo-stat paper and should strictly be used for writing the judgment or order sheets only to avoid any shortage of Judgment paper in the nearest future.

All the Judicial Officers of Central District are requested to give directions to their respective Court's Staff not to use judgment paper for writing letters/applications or sending requisitions.



RAKESH KAPOOR

District Judge - I & Sessions Judge  
Delhi

No. 6884-6959 /Sty/Genl./2011

Dated, Delhi the 02/02/11

Copy forwarded for information and necessary action to:-

1. The District Judge II to IX at Tis Hazari, Patiala House, Karkardooma, Rohini, Dwarka, and Saket Courts Complex Delhi / New Delhi with a request to give it wide publicity at their respective district.
2. All the Judicial Officers of Central District, Tis Hazari Courts, Delhi.
3. Website Committee, Tis Hazari Courts, Delhi with the directions to upload the circular on the official website of this office.
4. Guard File



District Judge - I & Sessions Judge  
Delhi

## OFFICE OF THE DISTRICT &amp; SESSIONS JUDGE : DELHI.

CIRCULAR

It is brought to the notice of the undersigned that in the recent past, the incidents of theft of Government articles in the District Courts Complex have been drastically increased.

In order to curb theft incidents in the Court premises, all the Readers/Ahlmads/Asstt. Ahlmads/Stenographers are hereby directed to ensure presence of any one of them in their Court-Room by 9.30 AM, as by that time, the litigants start coming in the Court-Room. They are further directed to ensure that the Court-Room/Chamber should be locked by Chowkidar in the evening, also.

Any violation of the above directions shall be viewed seriously.

*done 10/4/12*  
(SUNITA GUPTA)

District & Sessions Judge,  
Delhi.

No. 20975-21051 /Admn.II/Misc./2012 Delhi dated the 10/04/12

Copy forwarded for information and necessary action to :-

1. The District Judges & Addl. Sessions Judges, I/C, THC/PHC/KKD Courts, Rohini Courts/Dwarka Courts/Saket Courts, Delhi/New Delhi.
2. The Officers of DHJS/DJS of Central District, Delhi with the request to convey the above directions to the concerned staff working under their control.
3. The Personal Office of District & Sessions Judge, THC, Delhi.
4. Web-site Committee, Tis Hazari Courts, Delhi.
5. The Dealing, Server Room No.207, Tis Hazari Courts, Delhi

*done*  
District & Sessions Judge,  
Delhi.

**DIRECTIONS RELATED WITH  
JJAs IN COURTS**

OFFICE OF THE DISTRICT AND SESSIONS JUDGE :  
DELHI.

C I R C U L A R

All the Ahlmads/Assistant Ahlmads are hereby directed to issue the process on Stay/Injunction orders on the same day, on filing of P.F. Etc.

All other processes in the cases shall be issued within three days of filing of the P.F. All Process Fee Form shall be accepted if the same are accompanied with the copies equal to number of respondents/defendants.

Regular report shall be sent to the In-charge Process Server Agency and to the Office of the District and Sessions Judge, Delhi in respect of unserved summons and summons which are not received back.

(SHIV NARAYAN DHINGRA)  
DISTRICT AND SESSIONS JUDGE  
DELHI.

No. 14588-968 /F.1(3)/2005 Dated Delhi the 28.2.05

Copy forwarded for information and necessary action to:-

1. Judicial Magistrate, KKD Courts / Patiala House Courts.
2. All the Judicial Officers, Tis Hazari Courts/KKD Courts/Patiala House Courts
3. The Chief Metropolitan Magistrate, Delhi.
4. The Judge, Small Cause Courts.
5. The Administrative Civil Judge, Delhi.
6. All the Special Metropolitan Magistrates.
7. The Notice Board, Tis Hazari/KKD/Patiala House Courts.
8. Web-Site Committee, Room No. 51, KKD Courts, Shahdara, Delhi.
9. The Reader to District and Sessions Judge, Delhi.

  
28/2/05

(D.P. MAHENDRU)  
SUPERINTENDENT(ADMN.)  
OFFICE OF THE DISTRICT  
AND SESSIONS JUDGE,  
DELHI.

OFFICE OF DISTRICT & SESSIONS JUDGE, DELHI.  
ORDER

All the Ahlmads posted in the courts of Addl. District Judges and Addl. Sessions Judges are directed to issue computerized summons/notices to the parties concerned. Old printed summons/notices should not be used for this purpose.

(Shiv Narayan Dhingra)  
District & Sessions Judge, Delhi.

No. 69650-780 / D.J 28<sup>th</sup> July, 2005.

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.****CIRCULAR**

It has come to the notice that as and when Presiding Officer of any Court happens to be on leave, the Counsels/Advocate/Litigants move before the undersigned, applications for permission to inspect Judicial file or application for obtaining certified copies of pending cases, without any endorsement of the court staff, that Presiding Officer is on leave.

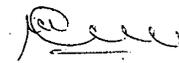
The Ahlmad or Asstt. Ahlmad of the Court in the event Presiding Officer and also Link Officer, happens to be on leave, shall bring himself/herself application for inspection and that of Copying Application immediately before the undersigned with endorsement that Presiding Officer as well as Link Officer are on leave.

It has also come to notice that staff also skip from the court in the event of Presiding Officer being leave. If any official of the court is found absent on surprise visit, he shall be marked absent for whole day besides liable for disciplinary action.

14.12.2006

97632-767

No. \_\_\_\_\_/Admn./S.O./2006

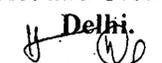
  
( V.B.GUPTA )  
District & Sessions Judge,  
Delhi

Dated Delhi the 14/12/06

**Copy forwarded for information and necessary action to:-**

1. All the Judicial Officers of DHJS & DJS, Tis Hazari, Courts, Delhi.
2. Web Site Committee, Karkardooma Courts, Delhi.
3. The Reader to the Id. District and Sessions Judge, Delhi.

  
District and Sessions Judge,

Delhi.  


OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

It has been brought to my notice that no serial number is printed on the forms of Notices, warrants and Summons to witnesses, available in stores. Some stock thereof is also expected to be available in the courts and that needs numbering.

Till the new forms with printed serial number are received from the Govt. Press, it is impressed upon all the Judicial Officers to direct their Ahlmad/Assistant Ahlmad to write serial number on all the printed forms of Notices, warrants and Summons to witnesses lying in stock with them and inform this office. The Ahlmad/Asstt. Ahlmad shall quote the serial number of the Notices, warrants and Summons to witnesses on left hand side margin of the order sheet of the case, in which such process is issued.

Sr. Assistant/Store Incharge (Printed material) Tis Hazari Court, Delhi is directed to append serial number on the stock available in the store before issuing the forms of Notices, Warrants and Summons to witnesses to the Ahlmads/Assistant Ahlmads. Store Incharge is also directed to mention the serial number of above said printed forms on the requisition slip and the Issue Register.

*Satnam Singh*  
(SATNAM SINGH)  
DISTRICT & SESSIONS JUDGE  
DELHI

No. 5971/69792-70112 / Sty./Genl./07

Dated, Delhi the 11/10/07

Copy forwarded for information and necessary action to:

1. The Registrar General, High Court of Delhi, New Delhi with reference to his office letter No. 3800/Vig./Compt./V.I./2007 dt.18.8.07.
2. All the Judicial Officers at Tis Hazari, Karkardooma, Patiala House and Rohini Court, Delhi/ New Delhi.
3. Sr. Assistant/ Store Incharge (Printing) Tis Hazari Courts, Delhi.
4. The Website Committee, KKD Court, Delhi.
5. Guard File.

*Satnam Singh*  
DISTRICT & SESSIONS JUDGE  
DELHI

original

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

C-I-R-C-U-L-A-R

It has been brought to my notice that while the trial record has been requested by Hon'ble Supreme Court / Hon'ble High Court through this office, some Courts send back the same requisition to this Office, with the remarks that correct particulars viz. FIR, PS, S/V, U/S not mentioned / that Correct Suit No be given / that parties name have not been mentioned correctly / that the record is already sent to Higher Courts, and also in some of the cases the requisition has been send for further transmission to their concerned destinations.

Therefore, it is, impressed upon all the Judicial Officers, to personally ensure that in future, if any requisition for Trial Court Record have been received by them, the above said information be sent to this office through a letter duly signed by the Presiding Officer, addressed to the Registrar General, Supreme Court of India or High Court of Delhi, New Delhi for onward transmission.

All the above said directions should be followed scrupulously and in the absence of forwarding letter, the requisitions may not be entertained in future.

*Mamta Sehgal*

( MAMTA SEHGAL )  
DISTRICT & SESSIONS JUDGE  
DELHI

77557-742

NO \_\_\_\_\_ / Genl/2008

Delhi dated for 10/10/08

Copy forwarded for information and necessary action to :-

1. The Judge -in-charge, Patiala House Courts, New Delhi.
2. The Judge -in-charge, Karkardooma Courts, Delhi.
3. The Judge -in-charge, Rohini Courts, Delhi.
4. The Judge -in-charge, Dwarka Courts, Delhi.
5. All the Addl. District & Sessions Judges at Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi / New Delhi.
6. The Chief Metropolitan Magistrate Delhi.
7. All the Addl. Chief Metropolitan Magistrates at Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi / New Delhi.
8. All the Metropolitan Magistrates at Tis Hazari, Patiala House, Karkardooma, Dwarka & Rohini Courts, Delhi / New Delhi.
9. The Website Committee at KKD Courts, Delhi.
10. The Office of the Ld. District & Sessions Judge, Delhi.
11. Guard File.

*Mamta Sehgal*

DISTRICT & SESSIONS JUDGE  
DELHI

13

19

302

OFFICE OF THE DISTRICT JUDGE, ROHINI DISTRICT COURTS, DELHI

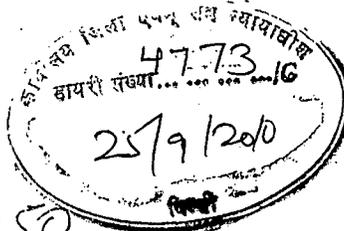
CIRCULAR

In continuation of earlier circular no. 1027/CA/2009 dated 11.11.2009 issued by this office, it has come to the notice of the undersigned that for preparation of certified copies, entire files are sent to the Copying Agency which consumes a lot of time and there always remains a risk of loss of documents from the files. It consumes a lot of time to check the same at every level. In order to avoid any loss of documents and for the sake of convenience, it is desired that only **CHITHAS** of the documents required for preparation of copies along with heading of the case, after counting the pages of **CHITHAS** be given to the File Fetcher instead of giving entire file so that there will be no possibility of any confusion and in case any paper / document is lost during transit, responsibility can be fixed on the official at fault.

All the Judicial Officers / Incharge Record Room / Bail Section at Rohini Court Complex are directed to ensure that above directions are duly complied with by the Ahlmads / Mauza Clerks working under them in order to streamline the functioning of the Copying Agency. This will facilitate in timely delivery of certified copies.

Non-compliance of the above directions will be viewed seriously.

(S. K. SARVARIA)  
District Judge-VIII  
Rohini District Court,  
Delhi



No. 16688-16750 /CA/2010

Dated, Delhi the 26-9-10

Copies forwarded for information & compliance to :

1. Ld. District Judge-I & Sessions Judge, Tis Hazari Courts, Delhi.
2. All the Judicial Officers, Rohini Court Complex, Delhi.
3. In-charge Record Room / Bail Section.
4. Officer In-Charge/Superintendent, Copying Agency, Rohini Court Complex, Delhi.

District Judge-VIII  
Rohini District Court,  
Delhi

303  
9311

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI.**

**CIRCULAR**

It has come to the notice of the undersigned that on several occasions, the Ahlmads/Assistant Ahlmads working in the Courts of Senior Civil Judge, Rent Controller, Additional Rent Controller & Civil Judge etc., are sending the Trial Court Record (TCR) to the Appellate Courts in Appeal/Revision, without proper Indexing & due pagination.

Henceforth, all the Ahlmads/Assistant Ahlmads working in the Courts of Senior Civil Judges, Rent Controllers, Additional Rent Controller & Civil Judges etc. shall prepare proper Index on the Trial Court Record (TCR) mentioning therein Paging of Plaints, Written Statement, Replication, Evidence & their Exhibits, other Exhibited Documents, Miscellaneous Applications and their reply etc., while sending the case files (TCR) to the Appellate Courts in Appeal/Revision.

Any violation of the above directions shall be viewed seriously.

*dmr/pc 7/4/2012*  
**(SUNITA GUPTA)**  
District & Sessions Judge,  
Delhi.

No. 20788-788 /Admn.II/P&T/2012 Delhi dated the 09 APR 2012

**Copy forwarded for information and necessary action to :-**

1. The District Judges & Addl. Sessions Judges, I/C, THC/PHC/KKD Courts/Rohini Courts/Dwarka Courts/Saket Courts, Delhi/New Delhi.
2. The Officers of DJS of Central District, Delhi with the request to convey the above directions to the concerned staff working under their control.
3. The Personal Office of District & Sessions Judge, THC, Delhi.
4. The Superintendent/Branch In-charge, Record Rooms of Central District, Delhi.
5. Web-site Committee, Tis Hazari Courts, Delhi.
6. The Dealing, Server Room No.207, Tis Hazari Courts, Delhi

*dmr/pc*  
**District & Sessions Judge,**  
Delhi.

304

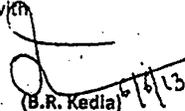
OFFICE OF THE DISTRICT & SESSIONS JUDGE, (HQs): DELHI

No. \_\_\_\_\_/Sty./Gen/2013

Dated, Delhi the \_\_\_\_\_

CIRCULAR

It is impressed upon all the Judicial Officers dealing with criminal matters to issue necessary directions to their respective court staff to get the file covers, of three colours (i.e. Yellow, Green, and Brown) and loose plastic pocket (A4 size), to be issued from the Stationery Store at their respective district so that the directions of the Hon'ble High Court, New Delhi conveyed vide letter no. 22721/Rules/DHC/2009 dated 04.06.2009 (Copy enclosed) shall be complied with.

  
(B.R. Kedia) 6/6/13

Officer-in-Charge, Genl. Br.  
Additional District & Sessions Judge  
Tis Hazari Courts, Delhi

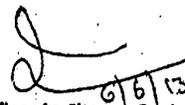
22841-901

Endst. No. \_\_\_\_\_/Sty./Gen/2013

Dated, Delhi the 06 JUN 2013

Copy forwarded for information and necessary direction to:-

1. District & Sessions Judge, West District, Tis Hazari Courts, Delhi
2. District & Sessions Judge, North District, Rohini Courts, Delhi
3. District & Sessions Judge, North- West District, Rohini Courts, Delhi
4. District & Sessions Judge, East District, Karkardooma Courts, Delhi
5. District & Sessions Judge, North-East District, Karkardooma Courts, Delhi
6. District & Sessions Judge, Shahadra District, Karkardooma Courts, Delhi
7. District & Sessions Judge, New Delhi District, Patlala House Courts, New Delhi
8. District & Sessions Judge, South-East District, Saket Courts, New Delhi
9. District & Sessions Judge, South District, Saket Courts, New Delhi
10. District & Sessions Judge, South-West District, Dwarka Courts, New Delhi
11. Assistant Public Relations Officer, Room no. 302A, III Floor, Tis Hazari Courts, Delhi
12. Reader to District & Sessions Judge, (HQs), Delhi
13. Guard File
14. All the Judicial Officers (Criminal Courts) Central District, TAC

  
6/6/13

Officer-in-Charge, Genl. Br.  
Additional District & Sessions Judge  
Tis Hazari Courts, Delhi

## OFFICE OF THE DISTRICT &amp; SESSIONS JUDGE, (HQs): DELHI

CIRCULAR

In the new format following addition are directed by the Committee of Hon'ble Judges, (High Court of Delhi, New Delhi) full court in the existing format of the form J-Criminal - 47 "summons to witness", issued to the witnesses:-

- नोट: (1) धारा 312, दफ़्तरी के अन्तर्गत आप उचित व्यय के अधिकारी होंगे।  
(2) कृपया अपने यात्रा भत्ते के संदर्भ में यथोचित प्रमाण साक्ष्य लाएँ।

*In Hindi and*

- Note: (1) Under Section 312 Cr.P.C. you will be entitled to payment of reasonable expenses.  
(2) You are required to furnish documentary proof for your claim of travelling expenses,

*In English*

All the Judicial Officers of Central District are impressed upon to issue necessary directions to their respective Ahlmad(s) for adding two lines as per new format of the form J-Criminal - 47 "summons to witness", till the supply of fresh summons in the amended format is procured.

(B.R. Kedia) 5/10/13

Officer-in-Charge, Genl. Br. Central/  
Additional District & Sessions Judge  
& Tis Hazari Courts, Delhi

D.15012/(1)/13/Sty./Genl. 2044/39652-742 Dated, Delhi the 05 OCT 2013

Copy forwarded for information necessary action to:-

1. All the Judicial Officers of Central District at Tis Hazari, Delhi.
2. The Registrar General, Hon'ble High Court of Delhi in reference to letter no. 23446-56/Rules/DHC/2013 dated 25.09.2013.
3. Reader to the Ld. District & Sessions Judge (HQs.), Delhi.

Officer-in-Charge, Genl. Br. Central/  
Additional District & Sessions Judge  
& Tis Hazari Courts, Delhi

10

10

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

CIRCULAR

It is impressed upon all the Judicial Officers dealing with criminal matters to issue necessary directions to their respective Ahimad/Assistant Ahimad to receive the file covers, of three colours (i.e. Yellow, Green, and Brown) and loose plastic pocket (A4 size) from the Stationery Store at their respective district so that the directions of the Hon'ble High Court, New Delhi conveyed vide letter no. 22721/Rules/DHG/2009 dated 04.06.2009 (Copy enclosed) may be complied with strictly, and sufficient space could be created in all the districts to store the file covers to be supplied by Tihar Jail, New Delhi, shortly.

*[Handwritten Signature]*

(B.R. Kedia)

Officer-in-Charge, Genl. Br. Additional District & Sessions Judge Tis Hazari Courts, Delhi

Encls. No. 305 45 - 615 /sty/gen/2014

Dated Delhi the 1-10-14

Copy forwarded for information and necessary direction to:

1. District & Sessions Judge, West District, Tis Hazari Courts, Delhi
2. District & Sessions Judge, North District, Rohini Courts, Delhi
3. District & Sessions Judge, North-West District, Rohini Courts, Delhi
4. District & Sessions Judge, East District, Karkardooma Courts, Delhi
5. District & Sessions Judge, North-East District, Karkardooma Courts, Delhi
6. District & Sessions Judge, Shahadra District, Karkardooma Courts, Delhi
7. District & Sessions Judge, New Delhi District, Patiala House Courts, New Delhi
8. District & Sessions Judge, South-East District, Saket Courts, New Delhi
9. District & Sessions Judge, South District, Saket Courts, New Delhi
10. District & Sessions Judge, South-West District, Dwarka Courts, New Delhi
11. All the Judicial Officers, dealing with criminal matters, of Central District.
12. The Chairman, Website Committee with request to issue direction to get the circular uploaded on the District Court's official website.
13. Reader to District & Sessions Judge, (HQs), Delhi

# RECRUITMENT AND APPOINTMENT

308

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**CIRCULAR**

All the employees who were initially appointed on adhoc basis (except those who have already availed of benefit of increment for adhoc period of appointment) are hereby directed to submit their particulars indicating their date of initial appointment on adhoc basis and date of Temporary appointment along with the photocopy of the said orders in support of their claim, latest by 30-8-2005, so that their cases may be considered, for giving the benefit of increment as per FR 26 and-order passed by the Hon'ble High Court of Delhi.

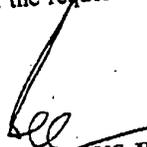
  
**SHIV NARAYAN DEINGRA**  
DISTRICT & SESSIONS JUDGE:  
DELHI

Dated, Delhi the 6/8/05

No. 72300-670 /Admn./2005

Copy forwarded for information & necessary action to:-

1. All the Judicial Officers, Delhi/New Delhi/Karkardooma Courts.
2. The Judge, Small Causes Courts and Administrative Civil Judge, Delhi with the request to process the representation of the employees of their establishments at their own end.
3. All the Administrative Officers, Superintendents, Branch Incharge, Delhi/New Delhi/Karkardooma Courts
4. Web Site Committee, Room No. 51, Karkardooma Courts, Delhi
5. The P.S. to District & Sessions Judge, Delhi.
6. Notice Board, Delhi/New Delhi/Karkardooma Courts.
7. The Supdt. Admn.-I, IV and Incharge Admn. III with the request to process the representations concerned to their branches.

  
DISTRICT & SESSIONS JUDGE:  
DELHI

  
Incharge (Admn-III)  
2/8/05

309

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

CIRCULAR

Applications are invited from the officials having seven years qualifying service in the pay scale of Rs. 4000-6000, five years qualifying service in the pay scale of Rs. 5000-8000, and three years qualifying service in the pay scale of Rs. 5500-9000, for appointment to the post of Assistant Library-cum- Information Officer, in the pay scale of Rs. 6500-10500, on purely Ad-hoc basis. The applications should reach the office latest by 22.09.2006.

The requisite qualification for the same is as under:-

1. Degree from any recognized institution/University.
2. Degree in Library Science from a recognized University or equivalent.

OR

Diploma in Library Science from a recognized University or equivalent with 5 years working experience in a Library.

3. Candidates having fairly good knowledge of working on computers.
4. Candidates having experience in the line will be given preference.

It is made clear that the official appointed on ad-hoc basis shall be appointed on the condition that he/she will not be entitled to claim any seniority or any claim for regularization in the aforesaid scale on the basis of having worked in the said grade

*B. B. Chaudhary*  
 (B.B CHAUDHARY)  
 AD&SI/CHAIRMAN,  
 SELECTION COMMITTEE,  
 TIS HAZARI COURT, DELHI.

No. 718ca - 721ca /Admn-I/SP/2006 Dated, Delhi the 13/9/06

Copy forwarded for information and necessary action to:-

1. The Judge Incharge, Patiala House Courts, Karkardooma & Rohini Courts.
2. All the Judicial Officers at Tis Hazari, Patiala House, Karkardooma and Rohini Courts.
3. All the Branches at Tis Hazari, Patiala House, Karkardooma and Rohini Courts.
4. All the Special MMs.
5. Web Site Committee Karkardooma Courts.
6. Notice Boards.
7. P.S to Ld. District & Sessions Judge.

*B. B. Chaudhary*  
 CHAIRMAN,  
 SELECTION COMMITTEE,  
 TIS HAZARI COURTS, DELHI.

*tb*

TIS HAZARI COURTS, DELHI.

Incharge Admn III  
Date.....

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI**

**CIRCULAR**

Applications are invited from the officials in the pay scale of Rs. 5500-9000, having minimum three years continuous service in the grade or the officials in the pay scale of Rs. 5000-8000, having minimum five years continuous service in the grade, for the appointment to the post of **Public Relation Officer** in the pay scale of Rs. 6500-10500, on purely Ad-hoc basis. The applications should reach the office latest by **22/09/2006**.

The requisite qualification for the same is as under:-

1. Candidates must be graduate from any recognized institution/University.
2. Candidates having fairly good knowledge of working on computers.
3. Candidates having diploma/certificate in Public Relations will be given preference.

It is made clear that the official appointed on ad-hoc basis shall be appointed on the condition that he/she will not be entitled to claim any seniority or any claim for regularization in the aforesaid scale on the basis of having worked in the said grade

*B. B. Chaudhary*  
**(B.B. CHAUDHARY)**  
 AD&SJ/CHAIRMAN,  
 SELECTION COMMITTEE (PRO),  
 TIS HAZARI COURTS, DELHI.

No. 71020-410 /Admn-I/SP/2006. Dated, Delhi the 13/9/06

Copy forwarded for information and necessary action to:-

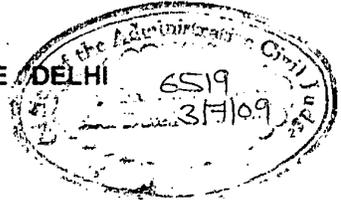
1. The Judge Incharge, Patiala House Courts, Karkardooma & Rohini Courts.
2. All the Judicial Officers at Tis Hazari, Patiala House, Karkardooma and Rohini Courts.
3. All the Branches at Tis Hazari, Patiala House, Karkardooma and Rohini Courts.
4. All the Special MMs.
5. Web Site Committee Karkardooma Courts.
6. Notice Boards.
7. P.S to Ld. District & Sessions Judge.

*B. B. Chaudhary*  
**CHAIRMAN,**  
 SELECTION COMMITTEE (PRO),  
 TIS HAZARI COURTS, DELHI.

Incharge Admn III  
 Date.....

311

OFFICE OF THE DISTRICT & SESSIONS JUDGE DELHI



ORDER

In continuation of this office's earlier order No. 76784-77014/F.1(3)/Gaz/2009 dated 01.07.2009, the following committee at Tis Hazari Courts, Delhi is hereby constituted with immediate effect :-

Name of the Committee	Name of the Judicial Officers	Designated as
Committee for Appointment of AAO, Asstt. Librarian-cum-Information Officer, Librarian, PRO and APRO (Ad-hoc basis)	SH. A.K. CHAWLA, Judge Incharge, Mediation Cell, KKD Courts, Delhi	Chairman
	SH. T.R. NAVAL, PO-MACT (East), KKD Courts, Delhi	Member
	SH. M.R. SETHI, ADJ-08 (West), THC, Delhi	Member
	MS. MADHU JAIN, ASJ-03 (North), THC, Delhi	Member
	SH. ALOK AGGARWAL, ASJ-03 (West), THC, Delhi	Member
	SH. SANJEEV KUMAR SINGH, ACJ (Central), THC, Delhi	Member

However, the correspondence with the Hon'ble High Court shall be done only through the undersigned.

*(Signature)*  
(G.P. MITTAL) 3/7/09

District Judge-I & Sessions Judge : Delhi

79031-201 | 2747  
No. /F.1(3)/Gaz/2009

Delhi, dated the 3/7/09

1. The Registrar General, High Court of Delhi, New Delhi.
2. The District Judge II to IX, Tis-Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi.
3. The Officers concerned.
4. Sh. P.S. Teji, DJ VI, Karkardooma, Sh. S.P. Garg, DJ IV, Patiala House, Sh. Yogesh Khanna, Special Judge PC Act 01 (CBI), Rohini, Ms. Ravinder Kaur, Special Judge NDPS, Dwarka. Sh. Talwant Singh, PO, Delhi School Tribunal, Sh. N.P. Kaushik, ASJ (Electricity), Tis Hazari, Sh. A.K. Mendiratta, ASJ (Electricity), Dwarka, Dr. Sudhir Kr. Jain, ASJ 01 (Outer) Rohini, Sh. Manoj Jain, Special Judge NDPS, Rohini, Sh. Daya Prakash, PO LC, Karkardooma, Sh. Rajnish Kumar Gupta, ADJ 08 (Central) Tis Hazari, Ms. Pinki, ASJ 01, Patiala House, Sh. Sanjay Sharma, ASJ 03 (East), Karkardooma, Sh. Pawan Kr. Mattoo, ASJ 01 (North-East), Karkardooma Courts, Delhi.
5. The Administrative Civil Judge (Central), Tis Hazari Courts, Delhi.
6. The Administrative Officer/ Superintendent/ In-Charge of all the Branches at Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi.
7. The Senior Accounts Officer, Accounts Branch, Tis Hazari Courts, Delhi.
8. The Reader of Ld. District Judge-I & Sessions Judge, Delhi.
9. The PRO/ APRO, Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi.
10. The Website Committee (Hindi & English), Tis Hazari Court, Delhi.

*(Signature)*  
District Judge-I & Sessions Judge : Delhi

*(Handwritten signatures and initials)*

312

# RECORD ROOM

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

C I R C U L A R

*Delhi High Court Rules and Orders, Volume-IV, "Instructions Applicable to Both Civil and Criminal Courts in Delhi"*, Chapter 16, provides that the matured records and registers are to be timely destroyed under the supervision of Record Keepers. but somehow practice of attaching judicial officers for this purpose was going on for the last several years. Owing to the fact that judicial officers are primarily discharging their judicial functions in the courts and as such for paucity of time the weeding out of matured records could not be carried out round the year.

In supersession of all previous circulars, henceforth, for the purpose of weeding out of matured records and registers, a Senior most official amongst the existing officials in each of the District Court Record Rooms, shall be in addition to his/her current designation be also designated as Record Keeper. An Assistant Record Keeper shall also be designated from amongst the currently posted officials, to assist the Record Keeper of his/her district. One of the officials between Record Keeper & Assistant Record Keeper should possess graduate qualification.

The exercise of designating three Record Keepers and three Assistant Record Keepers in each of the three District's Record Rooms at Tis Hazari Courts, Delhi shall be done by the undersigned in a separate order. The newly designated officials shall continue to handle their current official assignments.

Ld. District Judges in other court complexes shall also appoint Record Keepers and Assistant Record Keepers (Graduate) in the concerned Record Rooms, immediately.

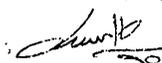
It is further clarified that to address the queries of the Record Keepers pertaining to weeding out of files, a DHJS officer shall be appointed for one month each, on rotation basis for each District, by each of the Ld. District Judges, Delhi.

The Record Keepers and Assistant Record Keepers, should be imparted Summary Training to abreast them with the provisions of *Delhi High Court Rules and Orders, Volume-IV, "Instructions Applicable to Both Civil and Criminal Courts in Delhi"*.

  
District Judge-I cum Sessions Judge, Delhi 29/11/10  
Dated, Delhi the: .....

F.No. 9 /RR/E.O./TIC/Delhi/2010/.....  
CC :

1. All the District Judges, IX, Delhi.
2. All the Judicial Officers.
3. All the Administrative Officers, Superintendents & Branch Incharges, at Tis Hazari, Patiala House, KKD, Rohini & Dwarka.
4. Reader to District Judge-I & Sessions Judge, Delhi.

  
District Judge-I cum Sessions Judge, Delhi 29/11/10

314

# VIGILANCE

315

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

CIRCULAR

It has come to my notice that some Judicial Officers have not sent the fact finding report/ inquiry report/ reconstruction report.

It is impressed upon all the Judicial Officers to please send the fact finding report as well as reconstruction report at the earliest.

*[Signature]*

(V.B. GUPTA)  
DISTRICT & SESSIONS JUDGE:  
DELHI.

NO. 2198-2598 /F.(1)/Vig.

Dated Delhi the 8/1/07

Copy forwarded for information and necessary action to:-

1. The Judge Incharge, KKD Courts/Patiala House Courts/Rohini Courts, Delhi.
2. The Chief Metropolitan Magistrate, Tis Hazari Courts, Delhi.
3. The Judge, Small Cause Courts, Delhi.
4. The Administrative Civil Judge, Delhi.
5. All the Special Metropolitan Magistrate, Delhi/Karkardooma/ N.D.
6. All Administrative Officers, Superintendent & Branch In-charge.
7. All the Judicial Officer, Tis Hazari/ Patiala House/ KKD Courts/Rohini Courts.
7. Web-site committee, Karkardooma Courts, Delhi
8. The Reader in the court of District & Sessions Judge, Delhi.

*[Signature]*

(V.B. GUPTA)  
DISTRICT & SESSIONS JUDGE:  
DELHI.

Seen File

Incharge Admn III  
Date 8/1/07

3. The Supdt. Admn. I Tis Hazari Court Delhi.
4. The Supdt. Admn. II Tis Hazari Court Delhi.
5. The Supdt. Admn. III Tis Hazari Court Delhi.
6. The Supdt. Admn. IV Tis Hazari Court Delhi.
6. The Supdt. Litigation Branch Tis Hazari Court Delhi.

Seen File

*[Signature]*  
Incharge Admn III  
Date 8/1/07

*[Signature]*  
Officer Incharge (Genl. Branch)  
Addl. District & Sessions Judge

**OTHERS**

317

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI**

**C I R C U L A R**

All the Branches / Courts are hereby informed that Administration Branch has been bifurcated into four parts viz. Administration I, II, III & IV vide order dated 05.07.05 passed by the undersigned.

All the parts of the Administration Branch shall deal with their respective work assigned to them as mentioned below :-

- 1) **Administration I** shall deal with Seniority, Promotion, Transfer Postings, Appointments, ACRs, Service Rules & Conditions, Complaints and record of all kinds of leaves in respect of Administrative Officers, Superintendents, Sr. P.As and Sr. Stenographers in the pay scale of Rs. 10000-15200 and 6500-10500 and Stenographers Grade II & III in the pay scale of 5000-8000 and 4000-6000 respectively. Sh. S. P. Bansal, Superintendent is looking after this branch.
- 2) **Administration II** shall deal with Seniority, Promotion, Transfer & Postings, Appointments, ACRs, Service Rules and Conditions, Complaints and record of all kinds of leaves in respect of Assistants, Readers and UDCs. Sh. D. P. Minocha, Sr. PA is looking after this branch as its Incharge.
- 3) **Administration III** shall deal with Seniority, Promotion, Transfer & Postings, Appointments, ACRs, Service Rules and Conditions, Complaints and record of all kinds of leaves in respect of LDCs. Sh. Malinder Singh, Sr. P.A. is looking after this branch as its Incharge.
- 4) **Administration IV** shall deal as above in respect of Class IV employees and Process Servers, Drivers, Nazirs and Chowkidars. Sh. P. C. Pardesi, Superintendent is looking after this branch.

**All the Judges are requested to send their requests / complaints in respect of staff to respective branches.**

**Personal files of employees shall be dealt with by the respective concerned Administration Branches.**

**Any other correspondence relating to Administration Branch which does not relate to Administration II, III and IV shall be dealt with by the Administration I.**

(SHIV NARAYAN DHINGRA)  
District & Sessions Judge : Delhi.

F.1(3)/2005/

62976-63356

Dated, Delhi the

14/7/05

**Copy forwarded for information and necessary action to:-**

1. The Judge Incharge, KKD Courts / Patiala House Courts
2. All the Judicial Officers, Tis Hazari Courts, Patiala House Courts and KKD Courts
3. The Administrative Civil Judge, Delhi
4. Chief Metropolitan Magistrate, Delhi.
5. All the Special Metropolitan Magistrates
6. The Administrative Officer / Superintendent / Branch Incharges Tis Hazari / Patiala House / KKD Courts.
7. Web Site Committee, R.NO. 51, KKD Courts, Delhi.

**DISTRICT & SESSIONS JUDGE :**  
Delhi.



OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

ORDER

In order to streamline the work of the Branches, the following work is withdrawn from the General Branch and transferred as under:

1. In future, all the work of preliminary/fact finding enquiries presently being carried out in General Branch will be carried out by the Vigilance Branch and all the pending enquiries henceforth stand transferred to the Vigilance Branch.
2. All the decided files of preliminary/ fact finding enquiries be consigned to the Record Room( Old).
3. Henceforth, the Record Keeper, Record Rooms will stop reporting to the General Branch about the missing pages/documents in files received from High Court. The Administrative Officer, Record Room/Superintendent Record Rooms shall deal with all matters relating to Record Rooms as per rules. They shall report the defect/deficiencies in the files received from the Record Room direct to High Court.

204  
Adm  
II

*sdL*  
(SHIV NARAYAN DHINGRA)  
DISTRICT & SESSIONS JUDGE:  
DELHI

No. 51376 /Genl./05 Delhi, Dated the 01/8/05

Copy forwarded for information and necessary action to :

1. Officer Incharge, Record Rooms
2. Officer Incharge, Copying Agencies
3. Administrative Officer/Superintendent, Record Rooms/Copying Agencies
4. Superintendent Vigilance Branches
5. Superintendent Administration I & IV
6. Branch Incharge, Administration II & III/Genl. Branch

*sdL*  
*sdL*  
Incharge (Adm-II)  
4/8/05

*sdL*  
DISTRICT & SESSIONS JUDGE:

319

# OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

## CIRCULAR

It has been brought to my notice that whenever any letters / orders / dak etc. are received from the High Court of Delhi and same are sent to the court concerned, the Ahlmad of the court does not promptly receive the same on account of being busy with court work or otherwise, as a consequence, delay is caused in immediate communication.

Henceforth, the Ahlmad / Asstt. Ahlmad of the court shall follow the following guidelines:-

- 1) Whenever orders received from the Hon'ble High Court are brought before an Ahlmad of a court, he will receive them promptly unless from verification it is confirmed that the same does not pertain to the said court in which case the Ahlmad will make an endorsement and return the same without any delay.
- 2) If no verification is made at the time of receipt of the orders / letters and later on it is found that these do not pertain to the said court, the Ahlmad shall return the same under an endorsement which will be made not later than two days of the receipt otherwise action would be taken against the Ahlmad concerned.
- 3) However efforts should be made to complete the work of data entry without any further delay. A report be called for from the Ahlmads posted in the different court in this regard by the Computer Branch and necessary steps be taken where the work has not been completed as yet.



(V B GUPTA)

District & Sessions Judge : Delhi

Dated : 13.10.2006

No. 80337-737 /DJ/2006

Dated, Delhi the 13/10/06

Copy forwarded for information and necessary action to :-

1. The Judge Incharge, KKD Courts/Patiala House Courts/Rohini Courts, Delhi
2. All the Judicial Officers  
Tis Hazari Courts / Patiala House Courts / KKD Courts/ Rohini Courts.
3. The Chairman, Computer Committee, Delhi.
4. The Chief Metropolitan Magistrate, Delhi.
5. The Administrative Civil Judge, Delhi.
6. The Judge Small Cause Court, Delhi.
7. All the Special Metropolitan Magistrates.
8. All the Administrative Officers / Superintendents / Branch Incharges  
Tis Hazari Courts / Patiala House Courts / KKD Courts / Rohini Courts.
9. The Administration Branch I / II / IV, Delhi.
10. Web-Site Committee, Room. No. 51, KKD Courts, Delhi.
11. The P.S. to District & Sessions, Delhi.



DISTRICT & SESSIONS JUDGE :

Delhi B

*Sanjay G*  
*Incharge (Admin-1)*  
*18/10*

OFFICE OF THE DISTRICT & SESSIONS JUDGE : DELHI

CIRCULAR

All the Judicial Officers as well as all Officer In-charges of the Branches, Administrative Officers/ Superintendents/ Public Relation Officers/ Assistant Public Relation Officers/ Branch In-charges of all the District Courts are directed to send their requirements of seals and stamps, which is used in the respective courts/branches within seven days.

*Mamta Sehgal*

(MAMTA SEHGAL)  
District & Sessions Judge :  
Delhi.

54902-55352  
No. \_\_\_\_\_/Sty./Genl./08

Dated, Delhi the 29/7/08

Copy forwarded for information and necessary action to :

1. The Judge In-charge, Tis Hazari, Patiala House, Karkardooma and Rohini Courts, Delhi/ New Delhi.
2. The Officer In-charges of Branch at Tis Hazari, Patiala House, Karkardooma and Rohini Courts, Delhi/ New Delhi.
3. All the Judicial Officers, Tis Hazari, Patiala House, Karkardooma and Rohini Courts, Delhi/ New Delhi.
4. The Administrative Civil Judge, Delhi.
5. All the Special Metropolitan Magistrates, Delhi/ New Delhi.
6. The Senior Accounts Officer, Accounts Branch through D.D.O.
7. The PRO/AOPRO Tis Hazari, Patiala House, Karkardooma and Rohini Courts, Delhi/ New Delhi.
8. All the Administrative Officers/ Superintendents/ Branch In-charges at Tis Hazari, Patiala House, Karkardooma and Rohini Courts, Delhi/ New Delhi.
9. The District & Sessions Judge Office, Room No, 302A, Tis Hazari Court, Delhi.
10. Reader to Ld. District & Sessions Judge, Delhi.
11. Guard file.

*Mamta Sehgal*  
District & Sessions Judge :  
Delhi.

321

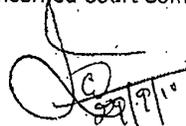
3

OFFICE OF THE DISTRICT JUDGE - I & SESSIONS JUDGE: DELHI

CIRCULAR

It has come to the notice of the undersigned that the number of requisitions for getting stamp(s) prepared for the use in Courts / Branches received in General Branch, Central District, Tis Hazari Courts do not come with a specimen for the stamp(s) to be prepared. In that case the requisition has to be returned in original for further clarification which causes unnecessary delay in preparation of stamps.

Therefore, a specimen of stamp(s) to be prepared, may be provided, typed or handwritten in legible handwriting, whenever a requisition is being made for the same. The specimen may include (i) Name of the concerned Officer (ii) Room No. of the Court/Branch (iii) Concerned District (iv) Concerned Court Complex etc.



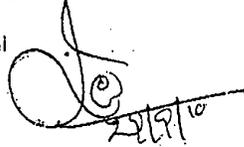
(B. R. Kedia)

Officer In-charge, Genl. Br. (Central)/  
Additional District & Sessions Judge,  
Tis Hazari Courts, Delhi

Copy forwarded for information and necessary action to:-

No. 64011-611 /Genl./2010 Dated, Delhi, the 29/9/10

1. District Judge II to IX, at Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka, and Saket Courts, Delhi / New Delhi
2. All the Judicial Officers, Posted at Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka, and Saket Court Complex, Delhi / New Delhi
3. The Administrative Officers/Superintendents/Branch In-charges of all the Branches (viz. Judicial, Administration, R&I, General, Accounts, Filing, Bailing, Caretaking, Pool Car, Nazarat Branch, Copying Agencies, Record Rooms, Cash Branch etc.) Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka, and Saket Court Complex, Delhi / New Delhi
4. Reader to District Judge - I & Sessions Judge, Tis Hazari Courts, Delhi
5. PA to District Judge - I & Sessions Judge, Room No. - 302A, Tis Hazari Courts, Delhi
6. PRO / APRO, Facilitation Centre, Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka, and Saket Court Complex, Delhi / New Delhi
7. Reader to the undersigned.
8. Website Committee, District Courts Tis Hazari, Delhi
9. Guard File



Officer In-charge, Genl. Br. (Central)/  
Additional District & Sessions Judge,  
Tis Hazari Courts, Delhi

**ORDER**

All the Ahlmads/Nazirs attached to the Court of District Judges/Additional District & Sessions Judges/Additional District Judges/Additional Sessions Judges/Senior Civil Judges/Civil Judges/Rent Controllers/Additional Rent Controllers/Chief Metropolitan Magistrate and Metropolitan Magistrates are directed to clear all pending CA Applications and obtain Clearance Certificate from the concerned Branch-in-charge, Copying Agency before proceeding on Winter Vacations.

However, Branch-in-charges, Copying Agency are also directed to immediately furnish the name(s) of the Ahlmad(s) who has/have not cleared the pendency of CA Applications to the Officer-in-charge, Copying Agencies.

Non-compliance of the directions will be viewed seriously and appropriate disciplinary action shall be initiated against the defaulting officials.

*Sunita Gupta 10/12/12*  
(SUNITA GUPTA)  
District and Sessions Judge  
Tis Hazari Courts, Delhi

No. 49325-409 /CA(17)/Genl./2012

Delhi, Dated 10/12/12

**Copy forwarded for information and necessary action to:**

1. The District Judges & Additional Sessions Judge I/C-North District, West District, New Delhi District, South District, East District, North East District, North West/Outer District, South West District, Delhi/New Delhi with the request to circulate the same in their respective districts.
2. All the Officer-in-charges, Copying Agencies at Tis Hazari, Karkardooma, Patiala House, Rohini, Dwarka and Saket Courts, Delhi/New Delhi.
3. Officer In-Charge, Record Room Tis Hazari Courts, Delhi.
4. The Chairman, Website Committee, Tis Hazari Courts, Delhi to upload the circular on the District Court's Website at the earliest.
5. All the Judicial Officers DJS & DHJS of Central District, Tis Hazari Courts, Delhi.
6. The Superintendent, Copying Agency, Tis Hazari Courts, Delhi.
7. The Branch-in-charges, Copying Agency, (Civil, Criminal & Sessions) at Tis Hazari Courts, Delhi.
8. Sh. Ajay Gupta, SSA, NIC to upload the circular on the Intranet Site.
9. Reader to the undersigned.

*S*  
District and Sessions Judge  
Tis Hazari Courts, Delhi

12 323

OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs) DELHI

C I R C U L A R

It has been noticed by the Ld. District & Sessions Judge (HQs) that some court officials are not complying with the directions of the Hon'ble Supreme Court of India/Hon'ble High Court of Delhi, New Delhi, properly as contained in requisition letter/copies of Judgements. Either they keep pending the Requisition letter/copies of Judgements with them or return the same to General Branch with the remarks that the file has already been consigned to the Record Room or transferred to some other court which results unnecessary delay in compliance of directions of Hon'ble Supreme Court of India/Hon'ble High Court of Delhi, New Delhi. It is absolutely unwarranted and has to be stopped immediately.

I am directed to impress upon all the Judicial Officers of District Courts, Delhi to direct the staff working under their control to refrain from such practice and to comply with the directions of Appellate Courts immediately and if the requisite judicial file has been consigned to the Record Room or transferred to some other court, the staff may be directed to forward the same to Record Room concerned after endorsing the Goshwara Number or transferee court directly, for prompt compliance, without any delay.

*[Signature]*  
(B.R. KEDIA)

ADDL. DISTRICT & SESSIONS JUDGE/  
OFFICER INCHARGE, GENERAL BRANCH,  
CENTRAL DISTRICT, TIS HAZARI COURTS, DELHI

33631-761

Endst. No. \_\_\_\_\_/Genl./H.S/2013

Dated, Delhi the 3/9/2013

*[Handwritten]* 02/9/13

Copy forwarded for information and necessary action to:-

1. All the Ld. District & Sessions Judges, West District/North District/North West District/New Delhi District/South District/South East District/South West District/ East District/North East District/Shahadara District with the request to circulate the same in their respective district for immediate compliance.
2. The Principal Judge, Family Courts, Dwarka Courts Complex, New Delhi with the request to circulate the same amongst all the judicial officers of Family Courts, Delhi for immediate compliance.
3. All the Judicial Officers, DJS & DHJS, Central District, Tis Hazari Courts, Delhi for immediate compliance.
4. The Chairman, Website committee, Tis Hazari Court, Delhi.
5. P.S to Ld. District & Sessions Judge (HQs) Tis Hazari Courts, Delhi.
6. Dealing Clerk, Server Room, Tis Hazari Courts, Delhi to upload the Circular on Intranet Server of District Court, Delhi.

*[Signature]*

ADDL. DISTRICT & SESSIONS JUDGE/  
OFFICER INCHARGE, GENERAL BRANCH,  
CENTRAL DISTRICT, TIS HAZARI COURTS, DELHI

*[Handwritten]* 02/9/13

324

*[Handwritten mark]*

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

No. 21095-105-J/Cir.(16)/Genl./2015

Delhi, Dated 07 SEP 2015

To

Sr. AO(Judicial)/AO(Judicial)/Branch-in-charges,  
Nazarat Branch/Process Serving Agencies,  
of all the Districts at Tis Hazari, Patiala House,  
Saket, Karkardooma, Rohini, and Dwarka Courts,  
Delhi/New Delhi.

**SUB: SERVICE ALLOWED OF SUMMONS.**

Sir,

I am directed by Ld. District & Sessions Judge (HQs), Delhi to enclose herewith the copy of Circular No.47732-48107/Genl./Service of Summons/2010 dated 09.08.2010 and No.14351-14481/Cir.(Summons)/Genl./2013 dated 01.04.2013 issued by Ld. Officer-in-charge, General Branch (Central), Tis Hazari Courts, Delhi and to request you to return the Summons to the issuing court which are not in conformity with the aforesaid circulars. As directed, it may be ensured that summons for service allowed are, complete in all respects, having sufficient time for service and Ahlmads/Asstt. Ahlmads have filled all the particulars in the provided space/columns for the purpose while issuing the summons.

You are further requested to inform all the concerned Process Servers that summons for "Service Allowed" will be received in General Branch (Central), Room No.128, First Floor, Tis Hazari Courts, Delhi upto 12:30 PM only and the same can be collected at 01:15 PM on the same day, however, summons received after 12:30 PM will only be available at 01:15 PM on the following day.

This is for your information and necessary action.

Yours truly,

*[Handwritten signature]*  
7/9/15

(Dharam Pal Gupta)  
Administrative Officer (Judicial)  
General Branch, Central District,  
Tis Hazari Courts, Delhi.

No. 21106-116-F/Cir.(16)/Genl./2015

Delhi, Dated 07 SEP 2015

Copy to:

Sr. Administrative Officer(Judicial)/Administrative Officer (Judicial), Office of Administrative Civil Judge of all the districts at Tis Hazari , Patiala House, Saket, Karkardooma, Rohini and Dwarka Courts, Delhi/New Delhi for information and necessary action.

*[Handwritten signature]*  
7/9/15

Administrative Officer (Judicial)  
General Branch, Central District,  
Tis Hazari Courts, Delhi.

325  
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OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQ): DELHI

CIRCULAR

Attention of all the Judicial Officers is drawn towards the earlier circular issued vide No.47732-48107/Genl./Service of Summons/2010 dated 09.08.2010 whereby all the Judicial Officers were requested to ensure that the summons be issued in such a manner that the serving agency gets at least 3-4 working days for signatures and services before the next date of hearing. However, it is observed that summons received in General Branch(Central) for getting service allowed are still having very short period of time for signatures and service to Judicial Officers/Officials of District Courts which cause inconvenience and disturb the court work of the undersigned. All the Judicial Officers are requested to ensure the compliance of earlier circular dated 09.08.2010.

It has also been observed that Ahlmads/Assistant Ahlmads while issuing summons do not fill all the particulars viz. Date of Order, Date of issue, Date of filing P.F., Next Date of Hearing etc. in the provided space/column in the summons.

All the Judicial Officers of District Courts Tis Hazari, Patiala House, Saket, Karkardooma, Rohini and Dwarka Courts, Delhi/New Delhi are requested to direct their respective staff i.e. Ahlmads/Assistant Ahlmads to fill all the particulars in the provided space/columns for the purpose while issuing the summons/court notices and it may be ensured that the summons/court notices are complete in all respects.

(B.R. KEDIA)

Officer-in-charge, General Branch(C)  
Addl. District & Sessions Judge  
Tis Hazari Courts, Delhi

No. 14351-14481 /Cir.(Summons)/Genl./2013

Dated, Delhi the 01/04/13

Copy forwarded for information and necessary action to:-

1. The District & Sessions Judge, West, New Delhi, South, South-East, East, North-East, Shahdra, North, North-West and South-West District at Tis Hazari, Patiala House, Saket, Karkardooma, Rohini and Dwarka Courts, Delhi/New Delhi with the request to circulate amongst all the Judicial Officers, DJS and DHJS under their kind control, for information and necessary compliance.
2. All the Judicial Officers, DJS and DHJS, Central District, Tis Hazari Courts, Delhi.
3. Office of the Administrative Civil Judge of all the districts at Tis Hazari, Patiala House, Saket, Karkardooma, Rohini and Dwarka Courts, Delhi/New Delhi.
4. The Superintendents & Branch-in-charges, Nazarat Branch/Process Serving Agency of all the District Courts Delhi for strict compliance of the directions issued vide circular No.47732-48107/Genl./Service of Summons/2010 dated 09.08.2010 regarding Timing Schedule of receiving of summons in General Branch(Central) for getting service allowed.
5. Website committee, Tis Hazari Courts, Delhi.
6. PS to Ld. District & Sessions Judge (HQ), Delhi.
7. Reader to the undersigned.
8. Sh. Ajay Gupta, SSA, NIC to upload the circular on the Intranet Site of District Courts Delhi.

Officer-in-charge, General Branch (C)  
Addl. District & Sessions Judge  
Tis Hazari Courts, Delhi

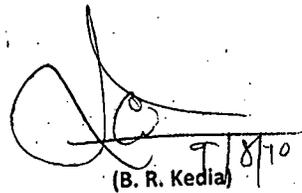
(H) 326  
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**OFFICE OF THE DISTRICT JUDGE - I & SESSIONS JUDGE: DELHI**

**CIRCULAR**

All the Judicial Officers of District Courts Tis Hazari, Karkardooma, Patiala House, Rohini and Dwarka are requested to ensure that they issue summons in such a manner that the serving agency gets at least 3 - 4 days or more, excluding holidays, if fall in the period, for signature and service before the next date of hearing as it is observed that some summons received in General Branch (Central) for getting signed for service allowed have very short period of time for signature and service to Judicial Officers / Officials of District Courts which cause inconvenience and disturb the court work of undersigned. Also in most of such summons Officer / Official fails to appear before the concerned court because of short period of time.

Superintendents, Nazarat Branches at all five District Court Complexes are directed to inform all the process servers that summons for signature will be received in General Branch (Central), Room No. 128, First Floor, Tis Hazari Courts by 1:00 PM and will be signed at 2:00 PM everyday, summons received after 1:00 PM will be served next day at same time only.

  
(B. R. Kedia)

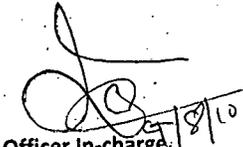
Officer In-charge, Service of Summons /  
Addl. District & Sessions Judge  
Tis Hazari Courts, Delhi

No. 47732 - 48/07 / Genl./Service of Summons/2010

Dated: 9/8/10

**Copy forwarded for information and necessary action to:-**

1. District Judge II to IX Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi / New Delhi
2. All the Judicial Officers posted at Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi / New Delhi
3. Office of the Administrative Civil Judge at Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi / New Delhi
4. Superintendents, Nazarat Branches at Tis Hazari, Patiala House, Karkardooma, Rohini & Dwarka Courts, Delhi / New Delhi
5. Reader to District Judge - I & Sessions Judge, Delhi
6. Reader to the Undersigned

  
Officer In-charge,  
Service of Summons /  
Addl. District & Sessions Judge  
Tis Hazari Courts, Delhi