

MOST URGENT/OUT AT ONCE

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: EAST
& JUDGE INCHARGE, KARKARDOOMA COURTS : DELHI**

C I R C U L A R

Instructions to Court Staff regarding issuance and updation of Litigant Entry Pass Books:

1. All the Ahlmas are directed to collect passbooks from their respective General Branches immediately along with requisite stamps.
2. Sufficient number of application Forms for issuance of Litigant Entry Passbooks be kept in the Court near the dias and a notice be displayed requesting the lawyers to collect the said forms and to deposit duly filled in forms along with copies of Aadhar Cards and photographs of the Litigants/Parokars within two or three days enabling the Ahlmas to issue the Litigant Entry Passbooks.
3. The last date for getting the Litigant Entry Passbook issued be prominently displayed as 20.03.2017 inside and outside the Court, and thereafter entry will be allowed in the Karkardooma Courts Complex only on the basis of Litigant Entry Passbooks.
4. A proper case wise record of all the Litigant Entry Passbooks is to be maintained and for this purpose the print out of suit/case register be taken and in the last column entries be made regarding the Litigant Entry Passbooks issued in the said case mentioning the names of Litigants, Lawyers, date of issue and Passbook number. It is to ensure that no duplication in issuance of Litigant Entry Passbook takes place. A separate register be maintained serial wise regarding the litigant Entry Passbooks received and issued to the Litigants/Parokars.
5. Only one Litigant Entry Passbook is to be issued to the every litigant after receipt of duly filled in application form along with copies of Aadhar Card and Photograph which is to be affixed at the relevant place of Litigant Entry Passbook and all the entries in the Passbook including Aadhar Card number be filed in the hand of Ahlmas of Court concerned and thereafter said entries are

to be verified by the reader, who shall stamp the said Litigant Entry Passbook as the appropriate place. Stamp of Court be also affixed half on the photograph and half on the Litigant Entry Pass Book. Copies of Aadhar Card be preserved in a separate file by the Ahlmad after mentioning the Litigant Entry Passbook number and date of issue on them.

6. In case the litigant is an undertrial in a case, the Litigant Entry Passbook be issued to only one Parokar for him and above mentioned procedure be followed strictly.
7. In case there is change in Parokar, the earlier Passbook issued to Parokar be deposited and a new Litigant Entry Passbook be issued and proper entry in this regard be made in the Case Register as well as in the new Litigant Entry Passbook Register. Under no circumstances, more than one Litigant Entry Passbook be issued to the Parokar of the same undertrial.
8. If, the litigant is (a) a woman, (b) a minor, (c) physically challenged person, and (d) a senior citizen; in that case two Litigant Entry Passbooks are to be issued; one for the litigant and one for the person accompanying the said litigant, who may be called a Parokar. No third Litigant Entry Passbook under any circumstances, except when there is change in Parokar, shall be issued as per the procedure mentioned above.
9. On every date of hearing, Litigant/Parokar shall hand over his Passbook to the Reader who shall make an entry of next date of hearing and shall stamp the same in the column provided for the said purpose with the special stamp issued in this regard. This procedure is to be followed on every date of hearing. If one Litigant's Entry Passbook is fully exhausted, a new Litigant Entry Passbook will be issued after return of the earlier Passbook and after making necessary entry in this regard in the Suit/Case Register and Litigant Passbook Register.
10. At the end of trial when judgement is pronounced, Litigant/Parokar is required to deposit the Litigant Entry Passbook with the Reader of the Court, who shall handover the same to Ahlmad and Ahlmad shall make relevant entry in the Case Suit Register as well in Litigant Entry Passbook Register.
11. Ahlmad of the Court concerned is the custodian of all the Litigant Entry Passbooks issued in the name of said Court. He shall forward a monthwise

24

Website, KKD
Comp. sent

statement regarding issuance of Litigant Entry Pass Books to the General Branch duly forwarded by the Ld. Presiding Officer mentioning therein the number of Litigant Entry Passbook received, the number of Litigant Entry Passbook issued during the month and number of Litigant Entry Passbooks returned by Litiganta/Parokars during the month and the opening and closing balance of Litigant Entry Passbooks with him at the beginning and end of the month.

12. Any violation of the above rules will be viewed seriously.

Talwant Singh

(Talwant Singh)

District & Sessions Judge, East District
& Judge Incharge Karkardooma Courts, Delhi.

No. 1389-97/Admn./KKD/Delhi

Dated: 3/2/17

Copy forwarded for information:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The District & Sessions Judge, North East District, Karkardooma Courts, Delhi.
3. District & Sessions Judge, Shahdara District, Karkardooma Courts, Delhi.
4. All the Judicial Officers, posted at Karkardooma Courts, Delhi.
5. The President/Hony. Secretary, Shahdara Bar Association, Karkardooma Courts, Delhi, with the request to circulate the same amongst all the members of the Bar.
6. The Administrative Officer (Judl.) Administration Branch, North East and Shahdara District, Karkardooma Courts, Delhi are directed to circulate the same amongst all the Ld. Judges in their respective districts.
7. All the Ahlmad /Assistant Ahlmad posted at East/North East and Shahdara District Karkardooma Courts, Delhi with the direction to receive all the Applications for issuing litigant entry pass book.
8. Website, Karkardooma Courts, Delhi.
9. Concerned File.

Talwant Singh

District & Sessions Judge, East District
& Judge Incharge Karkardooma Courts, Delhi.