



OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs), DELHI

No. 75105-75115 /Misc./P&T/Admn.II(HQs)/2024

Dated, Delhi the 24 DEC 2024

To

The Administrative Officer (Judl.) /
The Branch-in-charge,
Administration Branches, N/W
All Districts, Delhi / New Delhi.
(Through e-mail also)

Sub: **Audit of Branches in Delhi District Courts - Reg.**

Sir / Madam

I am directed to request you to collect, compile and send the details of the work undertaken by the Branches in your respective district (in excel file) as per following specimen proforma:

| Sl. No. | Name of Branch | Name of Seat | Work Assigned (in brief) | No. of Dealing Assistants posted on respective seat |
|---------|----------------|--------------|--------------------------|---|
| 1. | 'X (District)' | 'abc' | | 00 |
| | | 'xyz' | | 00 |
| | | 'pqr' | | 00 |
| 2. | 'Y (District)' | 'abc' | | 00 |
| | | 'xyz' | | 00 |
| | | 'pqr' | | 00 |

The requisite information should reach this office within fortnight in excel file (with extension-.xls /.xlsx) only through e-mail at admn2ct.ddc@ddc.nic.in.

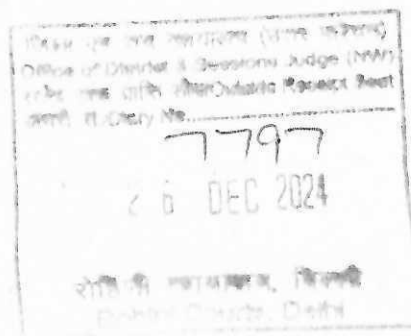
[Signature]
24/12/24
Administrative Officer (J)
Administration Branch-II
Central, THC, Delhi

No. 75116-75115 /Misc./P&T/Admn.II(HQs)/2024

Dated, Delhi the 24 DEC 2024

Copy to: The Branch-in-Charge, all branches of Central District with the directions to furnish the requisite information (in excel file only) related to their respective branch to Administration Branch-II (HQs) within one week from today either through e-mail or through soft copy in pen drive.

[Signature]
24/12/24
Administrative Officer (J)
Administration Branch-II
Central, THC, Delhi



OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS, DELHI

No.F2(4)/Admn.I&II(N/W)/RC/2024/ 41868-903

Date: 28/12/24

Copy forwarded for information and necessary action to:-

1. All the Branch In-charge(s), North-West District, Rohini Courts, Delhi are directed to submit the requisite information **in soft copy (only in excel file with extension .xls/.xlsx)** attached herewith to the Administration Branch-I&II (NW) till 04.01.2025 positively.
2. The PS to Ld. Principal District & Sessions Judge (NW), Rohini Court, Delhi.
3. The Dealing Officials, Layers Seat for uploading on the Layers Portal.
4. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
5. The Record Officer, North-West District, Rohini Courts, Delhi.
6. The Dealing clerk in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.



(VINOD YADAV)
Officer In-Charge
Administration Branch- I & II
North-West District
Rohini Courts, Delhi