

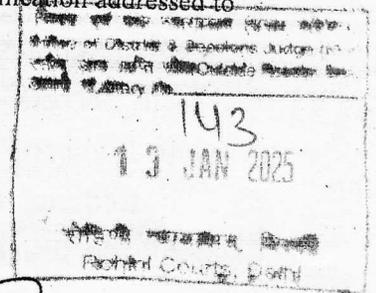


OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI
CIRCULAR

It has been observed that the communications addressed by the staff members to this office are most often received with their incomplete credentials/particulars, which not only disrupts the efficiency but also delays the timely processing of requests, thereby affecting the smooth functioning of this establishment.

To ensure a streamlined workflow and prompt handling of all correspondence, all staff members are hereby instructed to include the following details in every communication addressed to this office:

- Full Name:
- Designation:
- Employee Code (*new*):
- Posting Details:
- Mobile Number:
- Official Email Address:
(*assigned by Office*)



Adherence to these instructions is essential to facilitate speedy and accurate handling of all the matters.

(Sanjay Garg-I)

Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi.

No. 1684-1884/Cir./P&T/Admn.II(HQs)/2025

Dated, Delhi the 09 JAN 2025

Copy forwarded for information and necessary action to:

1. The Worthy Registrar General, Hon'ble High Court of Delhi, New Delhi with the request to circulate among all the staff members of this establishment under their kind control on deputation / diverted capacity.
2. The Principal District & Sessions Judges, Delhi / New Delhi with the request to circulate among all the staff members. *N/W*
3. The Principal Judge, Family Courts, Delhi with the request to give wide circulation among all the staff members of this establishment under their kind control.
4. The Member Secretary, DSLSA, RACC, New Delhi with the request to give wide circulation among all the staff members of this establishment under their kind control.
5. All the Judicial Officers (DHJS / DJS), Central District to bring to the notice of all the staff members under their control.
6. The Officers-in-charge, all the Branches, Central District, THC, Delhi.
7. Personal Office of the undersigned.
8. The Sr. Accounts Officers / DDO (HQs), THC, Delhi.
9. The Admn. Officer (J) / Branch I/Cs, all the Branches, Central District, THC, Delhi.
10. The Branch-in-charges, R&I Branches of all districts with the directions to ensure compliance of these instructions in letter and spirit.
11. For uploading on LAYERS.
12. For uploading on Website.

Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi.

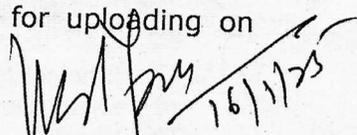
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS, DELHI

No.F1(1)/Cir./Admn.I&II/NW/RC/2025/ 1391-1471

Date: 16/01/25

Copy forwarded for information and necessary action to:-

1. All Ld. Judicial Officer(s) posted in North West District, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control for necessary compliance.
2. All Ld. Judge(s), Family Courts, North West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control for necessary compliance.
3. Ld. Judge In-Charge, Mediation Centre, Rohini Courts Complex, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control for necessary compliance.
4. Ld. Secretary, DLSA, North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under your kind control for necessary compliance.
5. All the Branch In-Charge(s), North-West District, Rohini Courts, Delhi with request to bring the contents of the circular to the knowledge of all staff members posted under their kind control for necessary compliance.
6. The PS to Ld. Principal District & Sessions Judge, North-West District, Rohini Court, Delhi.
7. The Branch In-Charge, R&I Branch, Rohini Courts, Delhi with the directions to ensure compliance of the instructions mentioned in the circular in letter and spirit.
8. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the official website of this office.
9. The Record Officer, North-West District, Rohini Courts, Delhi.
10. The Dealing official in R&I Branch, Rohini Courts, Delhi for uploading on LAYERS.


(VINOD YADAV)

Officer Incharge
Administration Branch- I & II
North-West District
Rohini Courts, Delhi