OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (NORTH), ROHINI COURTS, DELHI

CIRCULAR

Sub: Regular submission of Google Form for monitoring consignment of decided files-reg.

In continuation of earlier Circular bearing No. 23615-23727/F2(1)/Judl./North/ RC/2025 dated 12.07.2025 issued by the undersigned, it has been further observed by the undersigned that there is need to regularly monitor the status of progress of consignment of decided files. Further, in order to streamline the process, a **"Google Form"** has been created for collecting the data of consignment. Regular submission of the "Google Form" is mandatory to ensure timely monitoring and effective management of consignment of decided files in the North District.

Hence, all the Ahlmads & Assistant Ahlmads posted in the Courts of North District, Rohini Courts, Delhi are hereby directed to fill-up the abovesaid "Google Form" regularly and provide accurate and up-to-date details with regards to the consignment of decided files and furnish the report ***every 15th day of each month*** without fail. It is further directed to ensure that the data or figure submitted is complete and correct in all aspect. Further, for any technical assistance or glitch, related to filling out the said "Google Form", official concerned may contact to Computer Branch, Rohini Courts, Delhi.

All the Judicial Officers of North District are also impressed upon to ensure strict compliance of the above directions. Your cooperation is appreciated in addressing and monitoring the consignment issue on a regular basis.

Failure to comply with these directives may result in administrative disciplinary action against the erring official.

Google Form can be accessed at the link:- https://forms.gle/Nn5dHvfBSTifNMd58.

(Nisha Sahay Saxena)
Principal District & Sessions Judge,
North-District, Rohini Courts, Delhi.

No. 31624-744 F2(1)/Judl. /North/RC/2025 Dated: 12/09/25

Copy forwarded for information & necessary action to :-

1. Ld. Principal District & Sessions Judge, North-West District, Rohini Courts, Dlehi.
2. All the Ld. Judicial Officers of North District, Rohini Courts, Delhi.
3. Ld. Officer In-Charge, Record Room, Rohini Courts, Delhi.
4. The Branch In-charge, Record Room, Rohini Courts, Delhi.
5. All the Ahlmads & Assistant Ahlmads posted in the Courts of North District, Rohini Courts, Delhi for strict compliance.
6. The Branch In-charge, R & I Branch for uploading on LAYERS.
7. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading on the website and for providing assistance to the officials in filling up "Google Form".
8. Personal Office of the undersigned.

Principal District & Sessions Judge,
North-District, Rohini Courts, Delhi.