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

CIRCULAR

Subject: Directions for Proper Maintenance of Court Records, Registers, Uploading of Orders/Judgments, Certification and Dispatch of Copies and Consignment of Decided Files- reg.

In compliance of the directions of the Portfolio Judges' Committee, Hon'ble High Court of Delhi conveyed vide letter bearing no. 22484/DHC/Mgt. & Coord.Cell-I/PJC (Rohini Courts Complex), Delhi dated 17.12.2025, the following directions are issued to the officials posted in the North District, Rohini Courts Complex, Delhi for strict adherence in order to ensure efficient court Administration:-

1. The Stenographers attached with the Courts are hereby directed to ensure regular and timely uploading of daily orders and judgments on the ***CIS Portal*** without any delay, so as to facilitate easy access to Advocates and Litigants.

2. All the Ministerial Staff are hereby directed to ensure proper maintenance of court records and registers strictly in accordance with the provisions of the Delhi High Court Rules and Orders.

3. All the Ahlmads/Assistant Ahlmads/Civil Nazir/Naib Nazir posted in the courts are directed to ensure timely consignment of decided files in accordance with the applicable rules and instructions. It is further directed that the inspection of judicial records must also be allowed to the Advocates and Litigants as per rules ensuring that no inconvenience is caused to them.

4. The Branch In-Charge, Copying Agency is further directed to ensure that certified copies must be prepared and supplied to the applicants expeditiously without causing any undue delay and shall ensure the timely dispatch of certified copies to the parties/applicants within the prescribed time frame.

All concerned shall ensure strict compliance of the above directions. Any dereliction of duty shall attract appropriate administrative action against the earring officials. All Judicial Officers are also requested to ensure strict compliance with the above directions of the Hon'ble High Court of Delhi.

24/1/26.

(PREM KUMAR BARTHWAL)
Principal District & Sessions Judge (North)
Rohini Courts Complex, Delhi.

Contd.....2/-

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No. F2(1)/Judl./North/RC/2026 Dated 24/01/2026

Copy forwarded for information, necessary action and compliance to :

1. Ld. Registrar General, Hon'ble High Court of Delhi at New Delhi.
2. Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts Delhi.
3. All the Ld. Judicial Officers posted in North District, Rohini Courts, Delhi.
4. The Branch In-Charge, Computer Branch, Rohini Courts, Delhi for uploading the same on the officials website of North District.
5. The Record Officer, North District, Rohini Courts, Delhi.
6. The Branch In-Charge, R&I Branch for uploading the same on ***LAYERS***.
7. The Branch In-Charge, Copying Agency, North District, Rohini Courts, Delhi.
8. Personal Office of the undersigned.
9. Stenographers/Ahlmads/Assistant Ahlmads/Civil Nazir/Naib Nazir posted in the North District, Rohini Courts, Delhi.

Principal District & Sessions Judge (North)
Rohini Courts Complex, Delhi.