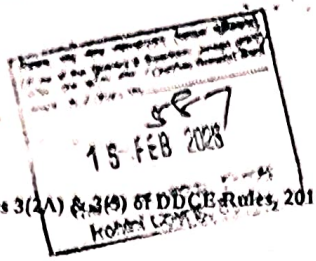
**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI**
**TIS HAZARI COURTS, DELHI**

No. 13209—13220 /Admn.I, II & III(HQs)/T&P/2026 Dated, Delhi the 13 FEB 2026

To,

A.O. (J)/Branch-in-Charge,
Administration Branch
All the districts, Delhi/New Delhi NORTH



**Sub: Allocation of Employees to each district as per Rules 3(2A) & 3(9) of DDCB Rules, 2012**

Sir,

With regard to the captioned subject, I am directed by the Ld. Principal District & Sessions Judge (HQs), THC, Delhi to enclose herewith a copy of Hon'ble High Court of Delhi letter bearing reference No. 12/DCRC/DHC/2026 dated 06.02.2026 and to request you to obtain the preferences from all the officials working in your respective districts on Form 'A' (*copy enclosed*), and send the same after compilation in excel format (*enclosed*).

I am further directed to request you to provide information as per Form 'B' (*copy enclosed*) and send the same to this office in soft as well as hard copy, at the earliest.

Kindly treat the matter as most urgent.

Yours sincerely,

13.2.26

(Sanjay Ambavat)
Administrative Officer (Judicial)
Administration Branch-I , II & III
Central District, Tis Hazari Courts, Delhi

*Encl: As above*

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

No. 8373 – 8441 Admn/F1N(1)/North/RC/2026 Dated : 17.02.2026

**Copy forwarded for information and necessary action to:-**

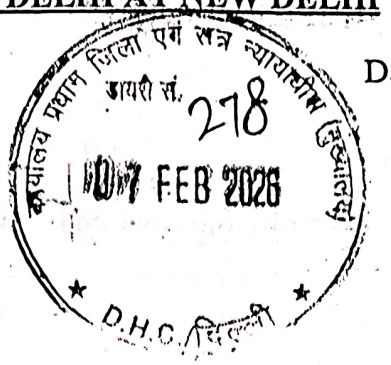
1. **All the Readers of North District, Rohini Courts, Delhi with the request to send the above sought information in the prescribed format to Administration Branch, North, within 03 days.**
2. **All the Branch-in-charges of North District, Rohini Courts, Delhi with the request to send the above sought information in the prescribed format to Administration Branch, North, within 03 days.**
3. **Branch In-charges of Copying Agency, VWDC, Facilitation, Digitization, Stationary, Filing Section, CTB, Record Room, and R & I Branch, Rohini Courts, Delhi with the request to send the above sought information in the prescribed format to Administration Branch, North, within 03 days.**
4. **Personal office of Ld. Principal District & Sessions Judge (North), Rohini Courts, Delhi.**

17/02/2026

(Vinod Kumar Gosain)
Administrative Officer (Judicial)
Administration Branch-I, II & III
North District, Rohini Courts, Delhi.

**HIGH COURT OF DELHI AT NEW DELHI**

No. 12/DCRC //DHC/2026 Dated : 06.02.2026




From

The Registrar General,
High Court of Delhi,
New Delhi.

To

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

**Sub: Allocation of employees to each district as per Rules 3(2A) and 3(5) of Rules, 2012**

Respected Madam,

I am directed to inform you that, as per Rule 3(2A) and 3(5) of the "Delhi District Courts Establishment (Appointment and Conditions of Service) Rules, 2012", the work relating to the allocation of employees to each district is required to be carried out by the High Court. Rules 3(2A) and 3(5) of the said "Rules, 2012" are reproduced below:-

**3(2A).** The High Court, after coming into force of the "Delhi District Courts Establishment (Appointment & Conditions of Service) (Amendment) Rules, 2025 and thereafter from time to time, shall, out of the posts specified in column (2) of Schedule A, allocate such number of posts to each District, as it considers appropriate keeping in mind the number of judicial officers, judicial and administrative work and such other criteria as the High Court may consider relevant.

**3(5). The High Court shall, after coming into force of the "Delhi District Courts Establishment (Appointment & Conditions of Service) (Amendment) Rules, 2025, on the basis of such criteria as formulated by it, allocate district wise, the persons holding any of the posts specified in Schedule A.**

You are requested to obtain the preferences from all employees of Delhi District Courts where they would like to be posted in **Form A** and furnish the same to this Court.

9/2/26

OIC Admin-I, II & III

Pr.DJ/HQs/THC
07/2/2026

52

Further, it is requested to obtain from all the Districts, the number of posts in different categories required in every District keeping in mind the number of judicial officers, judicial and administrative work and to justify the requirement with any relevant material that may be available and to furnish the same to this court in **Form B.**

The said information be furnished to this Court within three weeks.

Yours sincerely,

Encl: as above

Arun Kumar
Registrar (District Court Recruitment Cell)
For Registrar General

## FORM 'A'

| | |
|---|---|
| Name of employee | |
| Father Name | |
| Mother Name | |
| Employee Code | |
| Designation | |
| Address | |
| Present place of posting | |
| Preferences of Districts | 1.<br>2.<br>3. |

## FORM 'B'

| District Name: | | |
|---|---|---|
| Number of Judicial Officers | | |
| Number of Administrative Branches | | |
| Number of staff posted at present (Post-wise) | | |
| S.No | Name of Post | Number of staff posted at present |
| | | |
| | | |
| | | |
| | | |
| | | |
| Number of Requirement of staff (Post-wise) | | |
| S.No | Name of Post | Number of staff required |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Supporting Documents to justify the requirement of staff | | |

Sheet1

| S.No | Name of Employee | Fathers Name | Mothers Name | Emp. Code | Designation | Address | Present Place of Posting | Preference 1 | Preference 2 | Preference 3 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

**Note:**

1. The data must be provided as per specified format only.
2. The Preference for Districts must be distinct.