

**OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE**  
**PATIALA HOUSE COURTS : NEW DELHI DISTRICT, NEW DELHI**

**CIRCULAR**

It has been brought to the notice of the undersigned that the officials posted in the Courts of Ld. MMs (NI Act), Digital Courts, New Delhi District, Patiala House Courts, New Delhi leave their Court Rooms without getting the same locked after Court working hours. This lackadaisical approach on their part invites unauthorized access to the outsiders and strengthens the possibility of burglary of high value & lightweight Laptops besides other computer equipments/peripherals.

It is, therefore, impressed upon that henceforth, the senior-most official posted in the aforementioned Courts viz. either Reader or Ahlmad shall ensure that at the end of any working day, the Court Room(s) is/are properly closed under lock and key and in case, any computer equipments/peripherals are found to be missing, damaged or tempered, the same shall be deemed to be their responsibility and they will be held accountable & disciplinary proceedings shall be initiated against them. In case of non-availability of either Reader or Ahlmad due to any reasons whatsoever, the next available official shall ensure compliance of the ibid directions.

Further, the Caretaker is also directed to ensure that the Court Rooms of Ld. MMs (NI Act), Digital Courts are properly and immediately locked after the Courts working hours.

(Dharmesh Sharma)  
Principal District & Sessions Judge  
Patiala House Courts, New Delhi District, ND.

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

No. 5480-5532 /Computers/PHC/NDD/2023

- (1) The Ld. Judicial Officers concerned, NDD to ensure its compliance in letter & spirit.  
(2) The Ld. Officer-In-Charge, Computer Branch, NDD.  
(3) PS/Reader to the undersigned.  
(4) The Incharge, Computer Br., NDD, to upload the same on the website of this District.  
(5) The Incharge, Caretaking Branch, NDD for compliance.

Dated : 17/2/2023

[Principal District & Sessions Judge]  
Patiala House Courts, New Delhi District, ND.