


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

**CIRCULAR**

In view of shifting of all CBI Courts and other Courts/records to Rouse Avenue Courts Complex w.e.f. 09.04.2019, all the stakeholders are directed to follow the instructions contained in the protocol Annexure 'A', (5 pages) annexed herewith, in letter and spirit.

Any deviation therefrom will be viewed seriously.

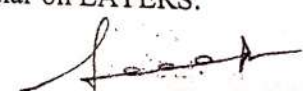
  
(Sandeep Garg)  
ADJ-01/OIC, CTB & Admn.-II,  
New Delhi District,  
Patiala House Courts, New Delhi

No. 8742-8781 CTB./NDD/PHC/ND/19

Dated, New Delhi the 6/4/2019

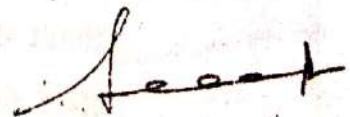
**Copy forwarded for information & necessary action:-**

1. The PS to Ld. District & Sessions Judge, NDD.
2. All the concerned Ld. Judicial Officers posted at New Delhi District, Patiala House Courts, ND.
3. The Ld. Administrative Civil Judge, New Delhi District, Patiala House Courts, ND.
4. All the Sr. A.O. (J)/A.O. (J)/Branch Incharge, NDD for necessary compliance in their respective branches.
5. The APRO, NDD, Patiala House Courts, New Delhi.
6. The District System Administrator for displaying the circular on the website of this Court.
7. The concerned Dealing Asst. R&I Section to upload this circular on LAYERS.

  
ADJ-01/OIC, CTB & Admn.-II,  
New Delhi District  
Patiala House Courts, New Delhi

**PROPOSED PROTOCOL FOR SHIFTING OF CBI/  
ACB COURTS TO ROUSE AVENUE COURTS COMPLEX**

- (1) As ordered by the Hon'ble High Court of Delhi, all CBI Courts [except the Courts of District & Sessions Judge, East cum Special Judge (CBI)] will be transferred to Rouse Avenue Court Complex along with all the pending and decided cases files after 01.01.2015 if the said files have not been yet consigned to record room.
- (2) The concerned District Judge shall direct the respective Care Taking Branch to provide requisite transport and labour for shifting the records of CBI/ACB Courts from different Court Complexes to Rouse Avenue Court Complex on Sunday 07.04.2019.
- (3) Safe custody of the record during shifting is the responsibility of the staff of concerned Court. One of the staff members (Ahlmad/ Asstt. Ahlmad) shall travel in the Mini Truck/ Tempo in which the record is being carried to Rouse Avenue Courts Complex. Other staff members from the concerned Court shall be present in Rouse Avenue Courts Complex to receive the record. However handling of the boxes/ bags containing the record will be done by Care Taking Staff/ labour arranged by the Care Taking Branch of the respective Court Complex.
- (4) It will be responsibility of the concerned staff of the Court to ensure that the record of the said Court is kept safely at the designated place in the Rouse Avenue Court Complex.
- (5) Ahlmad/ Asstt. Ahlmad of the Court shall make himself conversant with the space allocated to the said Court for keeping the said record in the Rouse



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Avenue Court Complex on 05.04.2019 or 06.04.2019 so that there is no confusion on the date of shifting of the record.

(6) Ahlmad/ Asstt. Ahlmad shall prepare the Peshi for 08.04.2019 (one day) and hand over the same to the Reader of his/ her respective Court in the evening of 06.04.2019. The entire record as detailed above, except the matters listed on 08.04.2019 shall be shifted to Rouse Avenue Court Complex on 07.04.2019.

(7) Care Taking Branch of respective Courts Complex has to ensure that each Court is provided separate Mini Truck/ Tempo so that there is no mixing of boxes/bags containing record of respective Courts. However as a matter of abundant precaution, Ahlmad/ Asstt. Ahlmad shall write the name of Court, name of case and brief description of the contents on each box/ bag with a permanent marker so as to identify the respective boxes/ bags in case of mixing up of the same.

(8) The case files of the matters listed on 08.04.2019 shall be carried by the concerned Reader/ Ahlmad to Rouse Avenue Court Complex in the evening of 08.04.2019 after the matters are over and Pool Car Section of respective Court Complex shall provide vehicles for shifting of said record to Rouse Avenue Court Complex.

(9) All the library books/ journals, which are issued in the name of Readers of respective Courts, shall be carried by the Readers to Rouse Avenue Court Complex. However, the Reader shall prepare a list of the said books and submit the same to concerned Librarian in their present Court Complex before shifting the books to Rouse Avenue Court Complex. The concerned Librarian shall prepare a separate register of the books being transferred to Rouse Avenue Court Complex by the respective CBI/ ACB Courts. When

publicity may be also given on Website of respective Court Complexes and other electronic/ print Media as directed by Hon'ble High Court of Delhi.

(14) It is to be ensured by all the Special Judges (CBI/ACB) that items issued in the Court in the name of said Court are not shifted from the said Court room/chamber/Ahlmad room in respective Court Complexes. If an item is issued in the name of Ld. Judge, said item will be shifted to Rouse Avenue Court Complex. In case any such item is required at Rouse Avenue Court Complex, a requisition may be raised by Ld. Judge with Care Taking Branch at Rouse Avenue Court Complex, which shall coordinate with Care Taking Branch (HQs) and all efforts will be made to provide the same to the Ld. Judge at the earliest.

(15) All Ld. Special Judges (CBI/ACB) are requested to ensure that computer data in the computers installed in the Court room/ chamber is taken on external hard disk/ pen drive for carrying the same to be installed in the computers provided in their respective Court/ chamber at Rouse Avenue Court Complex. Data stored in all the computers at their present place of posting may be deleted after assuring complete migration thereof at Rouse Avenue Court Complex. This data migration may be done by the court staff and in case they need any assistance, respective Computer Branch will provide necessary storage media/ helping hands for shifting the said data.

(16) All the CBI/ ACB Courts will be shifting to Rouse Avenue Court Complex along with existing staff members and no request for transfer to any other court complex shall be entertained before 01.07.2019.

(17) The above protocol shall also apply for shifting of Court of Ld.ACMN Sh. Samar Vishal, dealing with cases of MPs/MLAs from Patiala House Courts to Rouse Avenue Court Complex.


the library at Rouse Avenue Court Complex starts functioning, the said registers from Libraries of different Courts Complexes will be sent to the Library at Rouse Avenue Court Complex for maintaining proper record of the books and registers issued to Readers of Courts.

(10) The books and journals issued/ subscribed in the name of concerned Ld. Judges of CBI/ACB Courts shall be at their disposal and there is no provision of return of the said books/ journals to concerned library.

(11) Indian Penal Code / other offence cases investigated by CBI and pending in the Courts of concerned CMM/ ACMM shall be transferred to Rouse Avenue Courts Complex on weekly basis to the Courts of Ld. CMM/ ACMM at Rouse Avenue Court Complex (meaning thereby that files of the cases listed in the next week should reach in the office of Ld. CMM/ ACMM at Rouse Avenue Court Complex on previous Saturday). In case if Saturday is a holiday, the files be transferred on previous working day.

(12) The requisite transport in this regard shall be arranged on every Saturday by the Pool Car Section of respective Court Complex in case the volume of files is less. In case big trunks are to be carried, a mini truck/ tempo shall be arranged by Care Taking Branch of respective Court Complex. Concerned Ahlmad of Court of Ld. CMM/ ACMM shall inform the Pool Car Section/ Care Taking Branch well in advance for making said transport arrangement.

(13) All Ld. District & Sessions Judges shall ensure that requisite publicity is given regarding shifting of the Courts/ cases by informing the Bar Associations/ lawyers/ litigants in advance and also by displaying notices on the Notice Boards as well as outside the concerned Court to inform them of their cases being transferred to Rouse Avenue Court Complex. Wide

  
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(18) All Ld. Judges posted at Rouse Avenue Court Complex, who wish to avail Pool Car facility on sharing basis shall immediately send a request latest by 06.04.2019. In this regard, it is clarified that Ld. Judicial Officers, who are not availing the Pool Car facility, may only use the pool car vehicles for TIP or Jail Inspection purposes. If such officers want to avail pool car facility for other purposes (such as for attending meeting at Hon'ble High Court of Delhi or for Delhi Judicial Academy or Airport drop/ pickup), the official vehicles shall be provided on first come first basis subject to availability and it is also clarified that seniority under no circumstances shall be the criterion for the said purpose.

(19) All the photocopier machines at present installed in CEI/ACB Courts shall be handed over to General Branch of respective District and it shall be the duty of General Branch of respective Court Complex to get the said photocopier machines safely transported to Rouse Avenue Court Complex and hand over the same to General Branch of Rouse Avenue Court Complex. Necessary arrangement for transport/ labour shall be made by the Care Taking Branch of respect District Court Complex.



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