

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

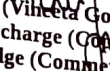
CIRCULAR

Keeping in view of huge pendency and shortage of staff in the Copying Agency, the following directions are issued for all the Ahlmads/Asst. Ahlmads/Nazir/Concerned official Bail & Filing Section/ Record Room (Criminal/Sessions/Civil) posted in New Delhi District, Patiala House Courts for necessary compliance with immediate effect :-

1. Collect all the CA applications related to their respective Courts/Branches daily between 04:00 P.M. to 05:00 P.M. from the Copying Agency.
2. CA application along with the documents, so applied in CA applications be sent to the CA Branch within three days of receipt of the applications.
3. As and when the CA applications are received for supply of documents/Court proceedings upto 40 pages, Vakalatnama be verified and supply the photocopies of these documents/proceedings to the Copying Agency for attestation and delivery.

Further, the Branch Incharge, Copying Agency is hereby directed to coordinate with the Ahlmads/Asst. Ahlmads/Nazir posted at New Delhi District, Patiala House Courts and provide the photocopy machines available for them.

All the staff posted at Copying Agency, PHC are hereby directed to work upto 06.00 P.M. till further orders.

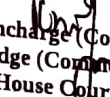

(Vineta Goyal)
Officer Incharge (Copying Agency)/
District Judge (Commercial Court-03),
Patiala House Courts, New Delhi.

No. 24062-24190 /Pr.D&SJ/CA/NDD/PHC/ND

Copy Forwarded for information/necessary action to:-

New Delhi dated 25/8/23

1. All the Ld. Judicial Officer posted at NDD, PHC, ND with the request to ensure necessary compliance of the above directions.
2. All the Ahlmad/Asst. Ahlmads/Nazir posted in New Delhi District, PHC, ND.
3. All the Branch Incharges, NDD, PHC, ND.
4. PS to the Ld. Principal District & Sessions Judge, NDD, PHC, ND.
5. Branch Incharge, Computer Branch, PHC with the request to upload the same on the website.
6. Branch Incharge, R&I Branch, with the request to upload the same on the LAYERS.


Officer Incharge (Copying Agency)/
District Judge (Commercial Court-03),
Patiala House Courts, New Delhi.